



EXECUTIVE COMMITTEE MEETING AGENDA

June 23, 2021; 3:00 p.m.

Zoom Meeting ID: 996 2667 1559

Passcode: 219820

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|------|--|---------------|
| I. | Welcome and Introductions | Matthew Bruno |
| II. | Approval of Minutes | Matthew Bruno |
| | A. 05/03/2021 | |
| III. | Resolutions | Evelio Torres |
| | A. Resolution 06032021-01 authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services. | |
| | B. Resolution 06032021-02 Authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount. | |
| | C. Resolution 06032021-03 Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies. | |
| IV. | Public Comments | Matthew Bruno |
| V. | Adjourn | Matthew Bruno |

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.



Minutes

Executive Committee Meeting

May 3, 2021; 9:00 a.m.

Zoom Meeting ID: 955 8685 2221

Passcode: 05032021

Committee Attendees: Adrian Alfonso; Bob Eadie; Matthew Bruno, Iris Strachan

Absentee Members:

Non-Committee Board: Gerald Schwartz; Loreen Chant; Eileen Fluney; Mara Zapata; Rick Beasley; Joycelyn Lawrence; Gladys Montes

ELC Staff: Evelio Torres; Angelo Parrino; Mercy Castiglione; Jackye Russell; Pamela Hollingsworth; Lisney Badillo; Victor Caballero; Alex Sanchez; Michelle Meilan; Fred Hicks; Belkis Torres; Laurie Dunn; Sandra Gonzalez; Erika Erched; Ileana Vallejo; Ana Rodriguez; Lissandra Curbelo; Isabel Afanador

General Attendees: Bob de la Fuente

I. Welcome & Introductions

Adrian Alfonso

II. Approval of Minutes

Adrian Alfonso

- Motion to approve minutes B. Eadie.
- Motion seconded by M. Bruno.
- Motion unanimously passed.

III. Chairman's Report

Adrian Alfonso

- A. Alfonso stated that Bob Eadie and Gerald Schwartz had termed off the board and thanked them for their participation on the board. A. Alfonso stated that Bob Eadie would continue on the board as an ex-officio member representing the Monroe County Health Department.
- A. Alfonso stated that Loreen Chant would begin her position as Treasurer of the Board and Chair of the Finance Committee.
- A. Alfonso appointed Raeann Bacchus to the Provider Services Committee.
- A. Alfonso stated that the following Committees met during April, Provider Services, Monroe Advisory and the EHS Policy Council. A full report will be given at the June 7 board meeting.



- A. Alfonso stated that a Board Orientation was held on April 27 for all new board members.
- A. Alfonso announced that the “It Takes a Virtual Village” conference was held April 23 & 24. It was a successful event with over 700 participants. This was the first year we parents were invited to participate.

IV. Finance Committee Report

Bob Eadie

- B. Eadie stated that the Finance Committee met and approved the following resolutions:
 - Resolution 0503/2021-01 Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution.
 - Resolution 05032021-02 Authorize the President and CEO to apply, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.
 - Resolution 05032021-03 Approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2021-01 (Human Resource Service Management System and Payroll Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-04 Approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2021-03 (Literacy Tutoring Program with Evaluation Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-05 Authorize the President and CEO to approve the increase of our internal fiscal policy of our check signature threshold from \$10,000.00 to \$35,000.00.
 - Resolution 050322021-06 Authorize the President and CEO to amend the Early Head Start 2020-2021 provider contract to reflect a rate increase of 2% as previously approved by Early Learning Coalition Board.
 - Resolution 05032021-07 Approval of the Evaluation Committee’s recommendation to award a contract for 3(38) Fiduciary Services for the ELC employee 401k Retirement Plan, and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-08 Approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2021-04 (External Auditing Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Motion to approve resolutions by block vote B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion unanimously passed.
- B. Eadie stated that the financials continue to reflect a surplus. They are expected to draw down those additional dollars once the bonuses and provider rate increases have been approved by OEL.



- B. Eadie stated that reconciliation snapshot is now only reflecting 10 providers under the disputed category.
- B. Eadie stated that the snapshots reflect no waitlist in Miami-Dade or Monroe County. Children are brought in weekly in Miami-Dade and daily in Monroe.
- B. Eadie stated that there were no charges on the EHS credit card report.

V. Board Counsel's Request for in-the-Shade Meeting

Bob de la Fuente

- B. de la Fuente request an in-the-shade meeting to discuss:
 - Miriam Chavez and Brian Matute, Plaintiff, v. The Sundari Foundation Inc. d/b/a Lotus House a/k/a Lotus House Women's Shelter, Early Learning Coalition of Miami-Dade/Monroe, Inc., The Tree of Life Deliverance Ministry, Inc., Vision for Life, Inc., and Karen J. Aviles
 - Motion to approve in-the-shade meeting by B. Eadie.
 - Motion seconded by A. Alfonso.
 - Motion unanimously passed.

VI. CEO Report

Evelio Torres

VII. Public Comments

Adrian Alfonso

VIII. Adjourn

Adrian Alfonso



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-01

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services.

Fiscal Impact: The contract amount increases by \$14,000.00, for a total contract amount not to exceed \$76,500.00 for the fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: U.S. 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, Monroe County School District Teen Parent Program, The Children's Trust.

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Funding
- Not Applicable - ELC Operations

RESOLUTION: 06232021-01

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA 20-32 WITH LEHTINEN SCHULTZ, PLLC FOR LEGAL SERVICES.

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;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services.

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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary

Background:

On January 2, 2021 the Early Learning Coalition of Miami-Dade/Monroe County entered into a contract with Lehtinen Schultz, PLLC for Legal services. The initial contract amount was \$62,500.00. The proposed amendment will increase the contract by \$14,000.00. The new total contract amount will be \$76,500.00, which is subject to the availability of funding.



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-02

Action Requested: Authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.

Fiscal Impact: The contract amount will be an approximate amount of \$63,000.00, for a total contract amount not to exceed \$361,500.00 for fiscal years 2019-2020, 2020-2021, and 2021-2022, which is subject to the availability of funding.

Funding Source: U.S. 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, Monroe County School District Teen Parent Program, The Children's Trust.

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Funding
- Not Applicable - ELC Operations

RESOLUTION: 06232021-02

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN EXTENSION TO CONTRACT C18-17 WITH UKG INC. F/K/A ULTIMATE SOFTWARE GROUP, INC. TO EXTEND THE DATE OF THE CONTRACT AND PRORATE THE TOTAL CONTRACT AMOUNT.

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;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.

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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary

Background:

On December 4, 2017, Resolution #12042017-04, granted approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-10 for Payroll and Human Resources to Ultimate Software Group, Inc. The original contract amount is for a total of \$120,000.00 per fiscal year.

Then on March 2, 2020, Resolution #03022020-03, granted approval to extend the Ultimate Software Group, Inc. Contract C18-17 to align the actual start date of services to our fiscal year and to follow the recommendation of Human Resources Department for continuity of services, and add a prorated amount of \$178,500.00 to cover for services up to June 30, 2021.

Ultimate Software Group, Inc. is now operating as UKG INC. Due to delays in negotiations by the vendor with the recently awarded contract, this resolution is requesting an extension of UKG INC. Contract C18-17 until December 30, 2021 as negotiations continue and to add a prorated amount of \$63,000.00.



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-03

Action Requested: Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.

Fiscal Impact: None.

Funding Source:

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input type="checkbox"/> Not Applicable - ELC Operations

RESOLUTION: 06232021-03

AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT A SCHOOL READINESS PLAN AMENDMENT FOR APPROVAL TO THE FLORIDA OFFICE OF EARLY LEARNING, FOR UPDATES TO THE WAITLIST AND PROGRAM ASSESSMENT POLICIES.

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;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.

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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary

Background:

As rules and requirements for the School Readiness program change, the coalition is required to update the School Readiness Plan to remain in compliance. Updates to the School Readiness Plan are made through the plan amendment process. The requested amendment is to update the School Readiness Waitlist policy and to update the Program Assessment Policy to add a section on waivers for providers who do not meet the minimum assessment threshold to receive a School Readiness contract.