



**EXECUTIVE COMMITTEE MEETING AGENDA**  
**November 5, 2018; 10:00 a.m.**  
**Monroe County School District Board Room**  
**241 Trumbo Road, Key West, FL**

- I. Welcome and Introductions Adrian Alfonso
  
- II. Approval of Minutes Adrian Alfonso
  - A. 06/29/2018
  
- III. Resolutions Adrian Alfonso
  - A. Resolution 11052018-01
  - B. Resolution 11052018-02
  - C. Resolution 11052018-03
  - D. Resolution 11052018-04
  
- IV. Informational Items Adrian Alfonso
  - A. EHS Modernization
  - B. EHS Successor-in-Interest
  - C. 401K Testing-Safe harbor
  
- V. Public Comments Adrian Alfonso
  
- VI. Adjourn Adrian Alfonso

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.



Executive Committee Meeting  
June 29, 2018; 9:30 am  
Via Conference Call

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

**Absentee Members:**

**ELC Staff:** Evelio Torres; Angelo Parrino; Sandra Gonzalez; Miguel Alfonso; Lisa Sanabria; Pamela Hollingsworth; Mercy Castiglione; Lissandra Curbelo; Belkis Torres

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| <b>I. Welcome &amp; Introductions</b>  | <b>Adrian Alfonso</b> |
| <br>   |                       |
| <b>II. Approval of Minutes</b>   | <b>Adrian Alfonso</b> |
| <ul style="list-style-type: none"><li>○ Motion to approve minutes G. Ferradaz.</li><li>○ Motion seconded by B. Eadie.</li><li>○ Motion was unanimously passed.</li></ul>   |                       |
| <br>   |                       |
| <b>III. Resolutions</b>  | <b>Adrian Alfonso</b> |
| <ul style="list-style-type: none"><li>○ Resolution 06292018-01 Authorize the President and CEO to negotiate, execute and receive funds from South Florida Workforce Investment Board for Temporary Assistance for Needy Families (TANF) and Transitional Child Care (TCC). Fiscal Impact: An approximate amount of \$800,000.00 for fiscal year 2017-2018, which is subject to the availability of funding.<ul style="list-style-type: none"><li>○ Motion to approve resolution G. Ferradaz.</li><li>○ Motion seconded by B. Eadie.</li><li>○ Motion was unanimously passed.</li></ul></li></ul> |                       |
| <br>   |                       |
| <b>IV. Public Comments</b>   | <b>Adrian Alfonso</b> |
| <br>   |                       |
| <b>V. Adjourn</b>  | <b>Adrian Alfonso</b> |



**Early Learning Coalition Executive Committee Meeting**

**November 5, 2018**

**Resolution: 11052018-01**

**Action Requested: To approve the Early Learning Coalition's First Amendment to the Annual Budget for fiscal year 2018-2019.**

**Fiscal Impact: Increasing the Approved Initial Annual Budget to \$213,853,065.00.**

**Funding Source: All Funding Sources**

**Strategic Goal:**

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Internal Capacity
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> Funding

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**RESOLUTION: 11052018-01**

**APPROVAL OF FISCAL YEAR 2018-2019 BUDGET AMENDMENT #1, INCREASING THE APPROVED INITIAL ANNUAL BUDGET FOR FISCAL YEAR 2018-2019 OF \$203,704,233.00 BY \$10,148,832.00 FOR A NEW BUDGET TOTAL OF \$213,853,065.00.**

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

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

NOW, THEREFORE, be it resolved by the Executive Committee to approve the Early Learning Coalition's First Budget Amendment, increasing the approved initial annual budget for fiscal year 2018-2019 of \$203,704,233.00 by \$10,148.832 for a new budget total of \$213,853,065.00.

The foregoing resolution and attachment were 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 5<sup>th</sup> day of November 2018.

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

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

**Background:**

The Early Learning Coalition’s fiscal year began July 1, 2018. The Final Notice of Award was issued by the Office of Early Learning (“OEL”) on October 5, 2018. Please see the approved budget below:

SCHOOL READINESS		VPK		EARLY HEAD START		TCT		Other		TOTAL	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
<b>REVENUE:</b>	128,853,397	<b>REVENUE:</b>	58,657,650	<b>REVENUE:</b>	10,037,752	<b>REVENUE:</b>	13,880,000			*State of Florida	187,511,054
								Refugee	1,050,000	Office of Head Start	16,037,752
								Teen Parent	545,000	The Children's Trust	13,880,000
								* Other	829,252	Refugees	1,050,000
								<b>REVENUE:</b>	2,424,252	Teen Parent	545,000
										Other	829,252
										<b>TOTAL REVENUE:</b>	213,853,065
<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>	
Salary and Fringe	14,897,306	Salary and Fringe	1,601,621	Salary and Fringe	2,577,113	Salary and Fringe	1,100	Salary and Fringe	438,492	Salary and Fringe	20,614,534
Child Care Services	103,815,362	Child Care Services	56,502,663	Child Care Services	5,874,543	Child Care Services	12,680	Child Care Services	1,785,765	Child Care Services	180,658,337
Contractual Services	3,204,492	Contractual Services	121,550	Contractual Services	645,050	Contractual Services		Contractual Services		Contractual Services	3,971,092
Occupancy	1,552,732	Occupancy	185,250	Occupancy	163,043	Occupancy	100	Occupancy	50,000	Occupancy	2,051,029
Travel/Conf/Dev	345,860	Travel/Conf/Dev	14,838	Travel/Conf/Dev	135,010	Travel/Conf/Dev		Travel/Conf/Dev	50,000	Travel/Conf/Dev	545,709
Program Activity	4,413,760	Program Activity	75,000	Program Activity	303,273	Program Activity		Program Activity	50,000	Program Activity	4,842,033
IT	376,270	IT	110,890	IT	14,862	IT		IT	25,000	IT	527,022
Other	247,614	Other	45,850	Other	324,846	Other		other	25,000	Other	643,310
<b>TOTAL EXP</b>	128,853,397	<b>TOTAL EXP</b>	58,657,650	<b>TOTAL EXP</b>	10,037,752	<b>TOTAL EXP</b>	13,880,000	<b>TOTAL EXP</b>	2,424,252	<b>TOTAL EXP</b>	213,853,065
SR	123,205,947					PPP TCT:	6,000,000	* Other			
PPP OEL	2,446,232					Contracted Slots:	6,000,000	Save the Children:	700,000		
CCFP	2,148,218					EHS:	650,000	ORKey/Largo	8,000		
HBI/ops Program Assessments	1,053,000					CCFP	1,230,000	UF Lastinger	15,000		
Total	128,853,397					Total	13,880,000	VPK O&M	106,252		
								Total:	829,252		



**Early Learning Coalition Executive Committee Meeting**

**November 5, 2018**

**Resolution: 11052018-02**

**Action Requested:** Authorize the President and CEO to release a request for proposal (RFP) to select qualified proposers to facilitate and provide evidence-based coaching, mentoring and educational services to parents of infants and toddlers, and teenage parents.

**Fiscal Impact:** An approximate amount of \$65,000.00 per fiscal year, which is subject to the availability of funding.

**Funding Source:** Florida Office of Early Learning

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**RESOLUTION NO. 11052018-02**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL TO SELECT QUALIFIED PROPOSERS TO FACILITATE AND PROVIDE EVIDENCE-BASED COACHING, MENTORING, AND EDUCATIONAL SERVICES TO PARENTS OF INFANTS AND TODDLERS, AND TEENAGE PARENTS.**

WHEREAS, the Executive Committee 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;

NOW, THEREFORE, be it resolved by the Executive Committee that the President and CEO is authorized to release a request for proposal to select qualified proposers to facilitate and provide

evidence-based coaching, mentoring, and educational services to parents of infants and toddlers, and teenage parents.

The foregoing resolution and attachment were 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 5<sup>th</sup> day of November 2018.

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

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

## **Background**

This resolution is requesting authorization for the President and CEO to release a Request for Proposal (RFP) to select a qualified and experienced proposer(s) to facilitate and provide evidence-based coaching, mentoring, and educational services to parents of infants and toddlers, and Teenage Parents, participating in the Early Learning Coalition's School Readiness and Teenage Parents Programs.

### **Program Goals:**

- To provide coaching, mentoring and educational services to teenage parents and their children, in order to support school attendance, the attainment of a high school diploma and provide child development guidance activities.
- To provide coaching, mentoring and educational services to families with infants and toddlers.
- Group meetings to provide ongoing education in areas such as nutrition, literacy promotion, and positive discipline.
- Ensure that continuity for care is maintained for the children through the assignment of a primary caregiver.
- Schedule family based literacy activities.
- Ensure that parents of infants and toddlers, teenage parents and childcare providers receive safe sleep training.
- Ongoing recruitment of teenage parents in partnership with the Miami-Dade County Public Schools Teenage Parent Program.
- Ensure that program services are evidence-based.





**Early Learning Coalition Executive Committee Meeting**

**November 5, 2018**

**Resolution: 11052018-03**

**Action Requested: Authorize the President and CEO to release a request for proposal (RFP) for External Auditing Services**

**Fiscal Impact: An approximate amount of \$75,000.00 per fiscal year, which is subject to the availability of funding.**

**Funding Source: The Children's Trust**

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**RESOLUTION NO. 11052018-03**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL FOR EXTERNAL AUDITING 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, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

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

NOW, THEREFORE, be it resolved by the Executive Committee that the President and CEO is authorized to release a request for proposal for external auditing services.

The foregoing resolution and attachment were 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 5<sup>th</sup> day of November 2018.

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

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

## **Background**

This resolution is requesting authorization for the President and CEO to release a request for proposal (RFP) for External Auditing Services. The Early Learning Coalition of Miami-Dade/ Monroe, Inc. is seeking a vendor(s) who will review and verify the monthly expenditure report for each Performance Funding Provider. The vendor(s) will assess the accuracy of the payments made to each selected Provider. The vendor will provide a monthly report to summarize findings with suggestions and recommendations for each provider.



**Early Learning Coalition Executive Committee Meeting**

**November 5, 2018**

**Resolution: 11052018-04**

**Action Requested: Authorize the President and CEO to request a Non-Federal Share Waiver from the U.S. Department of Health and Human Services for the Early Head Start Grant in the amount of \$1,842,393.18 for Program Year 3 (08/01/2017 - 07/31/2018).**

**Fiscal Impact: An approximate amount of \$1,842,393.18 for fiscal year 2017-2018.**

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

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**RESOLUTION NO. 11052018-04**

**AUTHORIZE THE PRESIDENT AND CEO TO REQUEST A NON-FEDERAL SHARE WAIVER FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE EARLY HEAD START GRANT IN THE AMOUNT OF \$1,842,393.18 FOR PROGRAM YEAR 3 (08/01/2017 - 07/31/2018).**

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Executive Committee for adoption and approval;

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

NOW, THEREFORE, be it resolved by the Board that the President and CEO is authorized to request a Non-Federal Share Waiver from the U.S. Department of Health and Human Services for the Early Head Start Grant in the amount of \$1,842,393.18 for Program Year 3 (08/01/2017 - 07/31/2018).

The foregoing resolution and attachment were 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 5<sup>th</sup> day of November 2018.

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

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

## Background

The Early Learning Coalition of Miami-Dade/ Monroe, Inc. was awarded 8/1/2017 through the Early Head Start-Child Care Partnership (EHS-CCP) \$9,789,273.00 for Budget period 8/1/2017-7/31/2018 with a Non-federal share match of \$2,447,215.00 totaling \$12,236,488.00 for a funded enrollment of 750 children. In addition, on 3/13/2018 Early Learning Coalition of Miami-Dade/ Monroe, Inc. was awarded the uses of Carry Over funds from the prior Budget for projects to be completed or started. The Carry Over Balance was \$3,875,027.00, with an additional Non-federal share match of \$968,757 totaling an additional \$4,843,784.00. The total Notice of Award for Federal approved \$13,664,300.00 funds and a Non-federal match of \$3,415,972.00 if the award was fully spent.

The required Non-federal share amount is based upon 25% of funds that have been spent during the program year. This Program Year \$12,137,868.73 funds were spent, thereby requiring \$3,034,467.18 of Non-federal match. During the Budget Period 8/1/2017-7/31/2018, the program was able to collect \$1,192,074.00 towards the Non-federal share amount of \$3,034,467.18, thereby leaving an amount of \$1,842,393.18 as not obtained. The Early Learning Coalition of Miami-Dade/ Monroe, Inc. needs to request a waiver as required by the Head Start Act Section 640(b). The Program is requesting a waiver for \$1,842,393.18.

<b>Non-Federal Share</b>	<b>Amount</b>
<b>Total Required</b>	\$3,034,467.18
<b>Total Obtained</b>	\$1,192,074.00
<b>Waiver Requested</b>	\$1,842,393.18

# 401k Nondiscrimination Testing?

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## What Is 401k Nondiscrimination Testing?

**401k nondiscrimination** testing is a process that 401ks have to go through every year. This process is designed to ensure that upper level executives in a company are not the only ones that are contributing to a company 401k plan. This process looks at the difference between the contributions of highly-compensated employees and non-highly compensated employees.

According to the rules, a highly compensated employee is an individual that earns more than \$110,000 per year or has at least a five percent ownership in the company over the course of the year. Anyone below that threshold qualifies as a non-highly compensated employee.

The nondiscrimination testing will look at the average contribution for all of the non-highly compensated employees and it will look at the average contribution for the highly compensated employees. If the difference between the two thresholds is greater than two percent, the 401k is considered to be unbalanced. At that point, they will adjust the contributions of the highly compensated employees in order to get the difference back to two percent.

This means that the highly coveted employees will have to take money out of their 401ks in order to get the balance back in order again.

## How to Avoid 401k Nondiscrimination Testing

**One way to avoid 401k nondiscrimination** testing is to set up a safe harbor 401k. This is a special type of 401k account that is not subject to the nondiscrimination testing at any point. This type of 401k is very similar to a traditional 401k with a few key differences.

### Vested Contributions

One of the big differences between a regular 401k and a safe harbor 401k is the vested contributions. When you make a contribution to your employees' retirement accounts, they have to be 100 percent vested immediately. With a traditional 401k, you can use a vesting schedule that will prevent the employees from having full access to the money immediately.

### Full Match

With this plan, you also have to make a 100 percent matching contribution to your employees' accounts. You have to match their contributions up to 3 percent of their annual incomes. With a regular 401k, you can decide how much you want to contribute, and the amount is up to your full discretion.

### Similarities

The rest of the features of the safe harbor 401k are just like those of the regular 401k. Your employees can still make tax-deductible contributions, and you still get a tax deduction for matching their contributions. You just do not have to worry about the nondiscrimination testing.