EXECUTIVE COMMITTEE MEETING AGENDA
December 19, 2018; 9:00 a.m.
415-655-0003 Meeting # 732 610 770
David Lawrence Jr. Community Meeting Room
2555 Ponce de Leon Blvd, Suite 500, Coral Gables, FL 33134

I.	Welcome and Introductions	Adrian Alfonso
II.	Approval of Minutes	Adrian Alfonso
	A. 11/05/2018	
III.	Resolutions	Adrian Alfonso
	A. Resolution 12192018-01 B. Resolution 12192018-02	
IV.	Informational Items	Adrian Alfonso
	A. Ultimate Software Status Report	
V.	Public Comments	Adrian Alfonso
VI.	Adjourn	Adrian Alfonso

Minutes

Executive Committee Meeting
November 5, 2018; 10:00 am
Monroe County School District Board Room
241 Trumbo Road, Key West, FL

Committee Attendees:	Adrian Alfonso; Gilda Ferradaz; Bob Eadie
Non-Committee Attendees:	Heather Carruthers, Alan Eckstein, Rick Beasley, Theresa Axford
Absentee Members:	Maurice Kemp
ELC Staff:	Evelio Torres; Angelo Parrino; Sandra Gonzalez; Lisa Sanabria; Pamela Hollingsworth; Mercy Castiglione; Laurie Dunn

I. Welcome & Introductions — **Adrian Alfonso**

II. Approval of Minutes — **Adrian Alfonso**

- Motion to approve minutes G. Ferradaz.
- Motion seconded by B. Eadie.
- Motion was unanimously passed.

III. Resolutions — **Adrian Alfonso**

- Resolution 11052018-01 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.

    - Motion to approve resolution B. Eadie.
    - Motion seconded by G. Ferradaz.
    - Motion unanimously passed.

- Resolution 11052018-02 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.

    - Motion to approve resolution B. Eadie.
    - Motion seconded by G. Ferradaz.
    - Motion unanimously passed.

- Resolution 11052018-03 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

  - Motion to approve resolution B. Eadie.
  - Motion seconded by G. Ferradaz.
  - Motion unanimously passed.

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

  - Motion to approve resolution B. Eadie.
  - Motion seconded by G. Ferradaz.
  - Motion unanimously passed.

IV. Informational Items **Adrian Alfonso**

- EFS Modernization – E. Torres stated the following:
  - Bringing in 450 children from waitlist and have asked OEL for leniency because it is an imperfect system due to the problems with EFS modernization
  - EFS modernization is better but nowhere near working properly and providers have been consistently over payed. It would be unfair to recoup everything in one lump sum and have asked OEL if it can be on a 3 to 6 months payment plan. ELC cannot recoup dollars from providers that have closed or sold their childcare center.
  - There has been improvement on the attendance side but eligibility still seeing significant errors and this will cost the Coalition money to have the employees reconcile have to pay overtime. Providers have been providing sign in sign out sheets to have a basis of were to begin.
  - The ELC has possibly paid for children that were not eligible but the provider must be paid because they were not at fault.
  - The wait list is currently above 5000.

- EHS successor-in-interest – E. Torres stated the following:
  - All the required information has been gathered, the ELC is working with CPA and documents should be submitted this week.

- 401K Testing Safe Harbor - E. Torres stated the following:
  - The ELC failed the 2016 testing for 401K; it showed that higher compensated employees are the ones participating. The 401K plan will be changed, new employees will automatically be enrolled will have to opted out (this will put us in safe harbor) and no time limits will be set on when you can take the money with you.

V.	**Public Comments**	**Adrian Alfonso**
VI.	**Adjourn**	**Adrian Alfonso**

Early Learning Coalition Executive Committee Meeting

December 19, 2018

Resolution: 12192018-01

Action Requested: Authorize the President and CEO to make a qualified nonelective contribution, from ELCMDM funds, to the ELC's 401k plan to remedy the failed 2017 401k Actual Deferral Percentage and Actual Contribution Percentage non-discrimination testing.

Fiscal Impact: A total amount of $232,253.70 within 12 months of the end of the plan year or before December 31, 2018.

Funding Source: All Funding Sources

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

RESOLUTION: 12192018-01

AUTHORIZE THE PRESIDENT AND CEO TO MAKE A QUALIFIED NONELECTIVE CONTRIBUTION, FROM ELC FUNDS, TO THE ELC'S 401K PLAN TO REMEDY THE FAILED 401K ACTUAL DEFERRAL PERCENTAGE AND ACTUAL CONTRIBUTION PERCENTAGE NON-DISCRIMINATION TESTING.

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 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 make a qualified nonelective contribution, from ELC funds, to the ELC's 401k plan to remedy the failed 401k Actual Deferral Percentage and Actual Contribution Percentage non-discrimination testing.

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 19th day of December 2018.

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

By: ____________________________
Executive Committee Secretary

Background:

In order to comply with IRS requirements and to correct a failure of the 2017 401K Actual Deferral Percentage and Actual Contribution Percentage nondiscrimination testing, the ELCMDM will need to make a qualified nonelective contribution or (QNEC) for the non-highly compensated employees in the amount of $232,253.70 within 12 months of the end of the plan year or before December 31, 2018. This contribution will bring the ELCMDM's 401k plan into compliance with IRS requirements for the 2017 plan year. Please refer to attached IRS 401k Plan fix-it guide.

IRS

401(k) Plan Fix-It Guide - You didn't use the plan definition of compensation correctly for all deferrals and allocations.

Mistake	Find the Mistake	Fix the Mistake	Avoid the Mistake
3) You didn't use the plan definition of compensation correctly for all deferrals and allocations.	Review the plan document definition of compensation used for determining elective deferrals, employer nonelective and matching contributions, maximum annual additions and top-heavy minimum contributions. Review the plan election forms to determine if they're consistent with plan terms.	Corrective contribution, or reallocation or distribution.	Perform annual reviews of compensation definitions and ensure that the person in charge of determining compensation is properly trained to understand the plan document.

Because your plan may use different definitions of compensation for different purposes, it's important to apply the proper definition for deferrals, allocations and testing. A plan's compensation definition must satisfy rules for determining the amount of contributions. One of those rules is that the amount of compensation considered under the plan can't exceed $280,000 in 2019 ($275,000 in 2018 subject to cost-of-living adjustments for later years). This limit is described in IRC Section 401(a)(17).

You must follow the plan document compensation definitions. Compensation generally includes the pay a participant received from the employer for personal services for a year including:

- Wages and salaries
- Fees for professional services

- Other amounts received (cash or non-cash) for personal services actually rendered by an employee, including, but not limited to:
  - Commissions and tips
  - Fringe benefits
  - Bonuses

The Plan's terms may include all or a portion of compensation for purposes of determining an employee's allocation or salary reduction contribution. In addition, your plan may need to ensure that compensation used for testing complies with applicable statutes. For example, a plan might preclude employees from making deferrals from overtime income. However, if overtime is primarily paid to nonhighly compensated employees, then the plan may not be able to use the plan's restricted definition of compensation for the actual deferral percentage (ADP) test. The plan would have to ensure that the definition of compensation complies with the requirements of IRC Section 414(s) and may need to include overtime for this purpose. Thus, it's critical that the plan monitor its operation to ensure that the terms of the plan are followed to determine an employee's elective deferral or other allocation. In addition, it's critical to monitor the plan to ensure that the compensation used for different testing purposes (e.g., ADP, section 415, top heavy) comply with applicable statutes.

How to find the mistake:

Review the plan document to determine if you're using the proper compensation for allocations, deferrals and testing. Many plan sponsors operate their plan based on a plan summary of the definitions and operational requirements. As the plan is amended, the compensation definition may change while the plan continues to operate as it had previously.

Review the plan sections dealing with allocations and deferrals. Each plan contains sections, either in the plan document or in an adoption agreement, that discuss how the plan must make allocations and deferrals. This section may say, for example, "Employees may defer up to 15% of their Compensation…" You then have to go to the plan section containing definitions and find the "Compensation" definition. Spot-check deferrals and allocations to see if you're using the correct compensation. Some of these definitions can get complicated with expense reimbursements, car allowances, bonuses, commissions and overtime pay that is or is not included in the definition of compensation. If you have a plan with a complicated definition of compensation, you may want to develop a worksheet to calculate the correct amounts.

How to fix the mistake:

Corrective action:
There are a couple of ways to make corrections when you have improperly allocated amounts because you didn't follow the plan definition of compensation. If you've determined that an employee made excess elective deferrals, give the participant a distribution of the excess deferrals plus earnings. However, if net earnings are negative then, the plan sponsor will need to make an additional contribution to the participant's account to reimburse it for the loss. In addition, matching contributions related to the excess deferral (adjusted for earnings) should be forfeited and based on plan terms, either reallocated to other participants or to an unallocated account to be used for future matching contributions. If there are improper profit-sharing contributions, forfeit and based on plan terms reallocate the contributions plus earnings to plan participants or to an unallocated account to be used to be used for future profit sharing contributions.

If you've determined that an employee made deferrals that were less than what should have been made had the correct compensation amount been used, then a corrective contribution needs to be made to the employee's account within the plan. The employee would receive a corrective qualified non-elective contribution (which is an employer contribution in which the employee is fully vested) equal to 50% of the missed deferral (i.e., the difference between the amount that should have been deferred based on the use of correct compensation and what was deferred). In addition, the employee would receive a corrective employer matching contribution, if applicable, equal to the difference between what the employee would have received if the correct elective deferral was made and the actual matching contribution. Finally, the employee would receive a corrective employer contribution to the extent that he or she received a profit sharing allocation that was less than what he or she would have been entitled to had the correct compensation been used. All corrective contributions must be adjusted for earnings.

For failures found and fixed promptly, plan sponsors have the option to reduce the corrective contribution for the lost opportunity cost from 50% of the missed deferral to 25% under certain conditions. For additional details, see Mistake #6 of the 401(k) Fix-it Guide.

Example 1:
Employer Z sponsors a 401(k) plan with six participants with total plan assets of $375,000. The plan definition of compensation for deferrals and allocations was amended, effective 2005, to exclude bonuses. The plan provides that unallocated forfeitures are to be used for future contributions. For the 2014 plan year, Employer Z improperly included bonuses in compensation when determining allocations and deferrals. Three highly compensated employees each had base compensation of $120,000 and a $30,000 bonus. Each of these highly-compensated employees had deferral percentages of 6% of compensation and the plan provides for a fixed profit-sharing allocation of 5% of compensation to each participant’s account. The plan provides for a 50% matching contribution for deferrals up to 6% of compensation.

- Each of the three employees properly received a profit-sharing allocation equal to 5% of their $120,000 compensation ($6,000), but improperly received an allocation equal to 5% of the $30,000 bonus ($1,500).
- Each of the three employees properly deferred 6% of their $120,000 base compensation ($7,200), but improperly deferred 6% of the $30,000 bonus ($1,800).
- Each of the three employees properly received a matching contribution of 3% of their $120,000 base compensation ($3,600), but improperly received an allocation equal to 3% of the $30,000 bonus ($900).

For each employee, Employer Z should forfeit the profit-sharing allocations of $1,500 adjusted for earnings and reallocate the forfeited amounts to an unallocated account to use for profit-sharing allocations in future years.

For each employee, Employer Z should forfeit the matching contributions of $900 adjusted for earnings and reallocate the funds forfeited amounts to an unallocated account to use for matching contributions in future years.

Employer Z must distribute the improperly contributed elective deferrals of $1,800 adjusted for earnings to each of the three employees. However, if the earnings are negative, then Employer Z must make an additional contribution to the plan so that the affected plan participants don’t suffer a financial loss with regard to the excess deferrals incorrectly paid to the plan.

Correction programs available for Example 1:

Self-Correction Program:
The example illustrates an operational problem because Employer Z didn't follow the plan terms by including bonuses in compensation when determining plan allocations. If the other eligibility requirements are satisfied, Employer Z may use SCP to correct the mistake.

- No IRS imposed user fees for self-correction.
- Practices and procedures must be in place.
- If the mistakes are **significant** in the aggregate:

- Employer Z needs to complete correction by December 31, 2016.
- If not corrected by December 31, 2016, Employer Z isn't eligible for SCP and must correct under VCP.
- If the mistakes are **insignificant** in the aggregate, Employer Z can correct beyond the two-year correction period for significant errors. Whether a mistake is insignificant depends on all facts and circumstances.

Voluntary Correction Program:
Correction is the same as described under SCP. If the plan is not under audit, Employer Z makes a VCP submission. Employer Z's plan's had less than $500,000 in plan assets, so the user fee for the VCP submission made in 2018 is $1,500. When making the submission, Z must include Forms 8950 and 8951 and consider using the model documents set forth in the Form 14568 series. VCP user fees may change in subsequent years.

Audit Closing Agreement Program:
Under Audit CAP, correction is the same as under SCP. Employer Z and the IRS enter into a closing agreement outlining the corrective action and negotiate a sanction The sanction under Audit CAP is based on facts and circumstances, as discussed in Section 14 of Revenue Procedure 2016-51.

Example 2:
Employer Y sponsors a 401(k) plan with plan assets that exceed $500,000 but are less than ten million dollars. The plan definition of compensation for deferrals and allocations was amended, effective 2005, to include overtime. For the 2014 plan year, Employer Y improperly excluded overtime compensation when determining allocations and deferrals. Three non-highly compensated employees each had base compensation of $30,000 and $10,000 in overtime income. Each of these non-highly compensated employees had deferral percentages of 4% of compensation and the plan provides for a fixed profit-sharing allocation of 5% of compensation to each participant's account. The plan provides for a 50% matching contribution for deferrals up to 6% of compensation.

- Each of the three employees properly received a profit-sharing allocation equal to 5% of their $30,000 compensation ($1,500), but in error, didn't receive an allocation equal to 5% of the $10,000 overtime income ($500).
- Each of the three employees properly deferred 4% of their $30,000 base compensation ($1,200), but in error, the 4% election didn't extend to their overtime incomes of $10,000 ($400).
- Each of the three employees properly received a matching contribution of 2% of their $30,000 base compensation ($600), but in error, didn't receive the matching contributions they would have been entitled to had deferrals been made from their overtime incomes. If the 4% elective deferrals were made from their overtime incomes, they would have been entitled to receive an additional matching allocation equal to 2% of the $10,000 in overtime income ($200).

For each employee, Employer Y should make additional profit-sharing contributions of $500 plus earnings.

For each employee, Employer Y should make an additional qualified non-elective contribution of $200 (or 50% of the missed deferral of $400) plus earnings.

Employer Y should make an additional employer matching contribution of $200 plus earnings to each of the three employees

In terms of the missed elective deferrals, other correction methods may be acceptable to fix that part of this mistake. See Mistake #6 of the 401(k) Fix-it Guide for details.

Correction programs available for Example 2:

Self-Correction Program:
The example illustrates an operational problem because Employer Y didn't follow the plan terms by excluding overtime compensation when determining plan allocations. If the other eligibility requirements are satisfied, Employer Y may use SCP to correct the mistake.

- No IRS imposed user fees for self-correction.
- Practices and procedures must be in place.
- If the mistakes are **significant** in the aggregate:
- Employer Y needs to complete correction by December 31, 2016.
- If not corrected by December 31, 2016, Employer Y isn't eligible for SCP and must correct under VCP.
- If the mistakes are **insignificant** in the aggregate, Employer Y can correct beyond the two-year correction period for significant errors. Whether a mistake is insignificant depends on all facts and circumstances.

Voluntary Correction Program:
Correction is the same as described under SCP. If the plan is not under audit, Employer Y makes a VCP submission. Employer Y's plan had assets that exceed $500,000 but less than ten million dollars, so the user fee for the VCP submission made in 2018 is $3,000. When making the submission, Y must include Forms 8950 and 8951 and consider using the model documents set forth in the Form 14568 series. VCP user fees may change in subsequent years.

Audit Closing Agreement Program:
Under Audit CAP, correction is the same as under SCP. Employer Y and the IRS enter into a closing agreement outlining the corrective action and negotiate a sanction. The sanction under Audit CAP is based on facts and circumstances, as discussed in Section 14 of Revenue Procedure 2016-51.

How to avoid the mistake:

- Perform annual reviews of the plan operations.
- If the plan document is amended, check the definitions against the old document, noting any differences. Have a centralized person or department responsible for maintaining all plan documents.
- If you amend your plan document, communicate those changes to everyone involved in the plan's operation. Plan sponsors should develop an internal communication mechanism to timely and accurately advise plan administrators and outside service providers (outside plan consultant, actuary and/or third party administrator/record keeper) of changes.
- Provide proper training of in-house personnel who determine compensation to understand the plan document.
- Know what your third party administrators have agreed to provide. They may be relying on you for information, such as compensation and deferral amounts used in their work. Retain a copy of your third party administrator service contract including any updated contracts; and keep a summary of what's being supplied to the plan by the third party administrator, actuary or consultant. Keep this service contract and summary with the person responsible for maintaining all plan documents.
- Try to simplify your plan's definition of compensation and use the same definition for multiple purposes.

401(k) Plan Fix-It Guide
401(k) Plan Overview
EPCRS Overview
401(k) Plan Checklist
Additional resources

IRS.gov / Retirement Plans / Correcting Plan Errors / Fix-It Guides / **Potential Mistake**

Page Last Reviewed or Updated: 07-Nov-2018

Early Learning Coalition Executive Committee Meeting

December 19, 2018

Resolution: 12192018-02

Action Requested: Ratify in writing the ELCMDM's board of director's August 6th vote to authorize the President and CEO to approve the transition of The Neighborhood Place for Early Head Start Program to the Early Learning Children's Foundation.

Fiscal Impact: The amount of $9,789,273 for fiscal year 2018-2019.

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

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

RESOLUTION: 12192018-02

TO AUTHORIZE THE PRESIDENT AND CEO TO APPROVE THE TRANSITION OF THE NEIGHBORHOOD PLACE FOR EARLY HEAD START PROGRAM TO THE EARLY LEARNING CHILDREN'S FOUNDATION.

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 approve the transition of The Neighborhood Place for Early Head Start Program to the Early Learning Children's Foundation.

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 19th day of December 2018.

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

By: ____________________________
Executive Committee Secretary

Background:

The Early Learning Coalition of Miami-Dade/Monroe (ELCMDM) was designated a 'super grantee' by the Department of Health and Human Services/Administration for Children and Families in 2015 and funded to administer 750 Early Head Start Partnership slots in childcare centers in targeted high poverty zip codes. The Neighborhood Place for Early Head Start (NPEHS), a division of the Early Learning Coalition of Miami-Dade/Monroe, has been successfully delivering services since February 2015, contracting with 28 Partners in 10 zip codes. In a recent meeting with the Program Manager from Head Start Region IV, the proposition of transitioning The Neighborhood Place for Early Head Start program to the Early Learning Children's Foundation was discussed. The transition would allow The Neighborhood Place for Early Head Start the flexibility to administer the program in a more efficient manner since it would follow federal regulations rather than State of Florida regulations which are more stringent and limiting to The Neighborhood Place for Early Head Start. The Early Learning Children's Foundation board of directors would serve as the governing board for The Neighborhood Place for Early Head Start. In order to maintain a close partnership between the two agencies, The Early Learning Coalition of Miami-Dade/Monroe and The Neighborhood Place for Early Head Start, board member seats on the Early Learning Children's Foundation will include both board members from The Neighborhood Place for Early Head Start Board as well as administrative staff from The Neighborhood Place for Early Head Start.

Early Learning Coalition of Miami-Dade/Monroe

Minutes

Board of Directors Meeting
August 6, 2018; 8:00 a.m.
David Lawrence Jr. Community Meeting Room

Board Attendees:	Adrian Alfonso; Rick Beasley; Matthew Bruno (via conference call); Heather Carruthers; Loreen Chant; Bob Eadie; Alan Eckstein; Shaleen Fagundo; Gilda Ferradaz; James Haj; Gladys Montes; Abilio Rodriguez; Judy Schaechter; Alex Soto; Iris Strachan (via conference call); Aaron Slaven; Marisol Diaz; David Lawrence
Board Absentees:	Theresa Axford; Maurice Kemp; Philip Gassman; Gerald Schwartz;
Staff Attendees:	Evelio Torres; Angelo Parrino; Milton Silvera; Pamela Hollingsworth; Michelle Meilan; Mercy Castiglione; Jackye Russell; Ana Sejeck; Tammy Garcia; Jose Hernandez; Belkis Torres; Ana Rodriguez; Lisney Badillo; Anabel Espinosa; Miguel Alfonso; Sandra Gonzalez; Alex Sanchez; Erika Erched; Ileana Vallejo; Fred Hicks; Victor Caballero; Sal Martorano; Kerry Allen; Paloma Lopez
General Attendees:	Bob de la Fuente (Board Counsel); mariat Riesto (Miami Dade County); Susan Galarcu (Citrus); Rachel Spector (The Children's Trust)

I. Welcome and Introductions — Adrian Alfonso

- A. Alfonso called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with sixteen (16) voting members.
  - A. Alfonso stated that the ELC team recently collected teddy bears for the children of immigrants who were relocated to a local shelter. Every child received a bear. For many, it was their first ever cuddly toy. As they are reunited with their parents, they will be able to take their bears with them. A. Alfonso stated that on behalf of the board he would like to thank Kaplan Early Learning Company, Lakeshore Learning, and Becker's School Supplies because of their generosity it was possible to give these gifts.

- A. Alfonso stated that Maurice kemp was be appointed to Secretary to the ELC board:
  - H. Carruthers moved to approve the nomination.
  - R. Beasley seconded the motion.
  - Motion was passed unanimously.

- A. Alfonso stated that on August 21st the ELC will be holding a meet and greet for LaTousha Daniels who is the new CEO of the Miami Children's Initiative and asked that all board members join them.

- A. Alfonso stated that on behalf of the board he would like to thank Rick Beasly, the South Florida Workforce Investment Board for Temporary Assistance for Needy Families and Transitional Child Care for their donation of $800,000 to the Early Learning Coalition.

- A. Alfonso stated that the next Board meeting will be held September 4th which is the Tuesday after Labor Day.

II. Approval of Minutes **Adrian Alfonso**

- A. Alfonso called for the approval of the meeting minutes from June, 2018.
    - L. Chant moved to approve the minutes.
    - H. Carruthers seconded the motion.
    - Motion was passed unanimously.

III. Executive Committee Report **Adrian Alfonso**

- Resolution 05072018-01 Authorize the President and CEO to negotiate and execute and receive funds from South Florida Workforce Investment Board for Temporary Assistance for Needy Families (TANF) and Transitional Child Care (TCC)
    - Motion to approve resolution by B. Eadie.
    - Motion seconded by H. Carruthers.
    - Motion was unanimously passed.

IV. Provider Services Committee Report **Rick Beasley**

- R. Beasley stated that the Provider Services Committee met on June 28th and reviewed the following cases:
    - A Perfect Place 4 Kidz had a class 1violation for supervision.
    - Kidz Tyme had a lapse in their liability insurance.
    - Precious Little Steps had 3 class 2 violation for child/teacher ratio.
        - All 3 providers were placed on a 6 month corrective action plan. During those 6 months the provider cannot receive any class 1 or 2 violation or they will be terminated without a chance to appeal.

V. Finance Committee Meeting Report **Bob Eadie**

- Resolution 08062018-01 - Approve the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2018-05 (General Contracting Services) to the selected vendor(s). Also, authorize the President and CEO to negotiate and execute contracts with the selected vendor(s).

- Resolution 08062018-02 - Approve the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2018-04 (Early Head Start Fiscal Policies and Procedures) to the selected vendor. Also, authorize the President and CEO to negotiate and execute a contract with the selected vendor.

- Resolution 08062018-03 - Authorize the President and CEO to release a Request for Proposal (RFP) for a Procurement and Contract Software.

    - Motion to approve resolution as a block by J. Shaechter.
    - Motion seconded by H. Carruthers.
    - Motion was unanimously passed.

- B. Eadie reviewed the finance statements and stated that it is business as usual. B. Eadie stated that the ELC received 1.7 million from OEL and 800,000 from CareerSource, this will help balance the budget that was originally in a deficit.

- B. Eadie stated reviewed the snapshots and Miami Dade County does have a waitlist at the moment of approximately 3900 children. Monroe County will remain open with 0 children on the waitlist. EHS has a waitlist of 284 children.

- B. Eadie stated that the EHS Credit Card Report can be found in the packet for board members to review.

VI. Programs, Policy & Strategy Committee Meeting Report **Judy Schaechter**

- J. Schaechter stated that the Programs Policy & Strategy Committee had met early that morning and reviewed the EHS Federal Food Program and also reviewed Evidence Based program Review Project:
    - The ELCMDM is embarking on a 12-18 month journey to review and structure all programs through an **Evidenced Based Practice** lens
    - A definition of **Evidence Based Practice** will be crafted and vetted.
    - A set of policies and procedures will be developed to review all ELCMDM services and programs.
    - All services and programs will receive a green/amber/red designation relating to its **Evidence Based** status.
    - Once designation is achieved an action plan will be developed for all amber and red and programs.

VII. Presentations

a. Florida Developmental Screening Rates — Judy Schaechter
b. Phase II of Early Head Start — Pam Hollingsworth
- Motion to approve EHS Transition by J. Shaechter.
- Motion seconded by A. Eckstein.
- Motion was unanimously passed.

I. CEO Report **Evelio Torres**

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR08062018.pdf

II. Public Comments **Adrian Alfonso**

III. Adjourn **Adrian Alfonso**

Early Learning Coalition of Miami-Dade/Monroe