



Finance Committee Meeting  
November 30<sup>th</sup>, 2017; 10:00 AM  
Early Learning Coalition Board Room

**Committee Attendees:** Robert Eadie (via conference call); Adrian Alfonso; Alex Soto (via conference call); Philip Gassman (via conference call); Gilda Ferradaz

**Absent Committee:** Theresa Axford

**Staff Attendees:** Evelio Torres; Angelo Parrino; Lisa Sanabria; Jackye Russell; Jose Hernandez; Milton Silvera; Johanna Miranda; Ana Rodriguez; Mercy Castiglione

**I. Welcome and Introductions** **Bob Eadie**

- B. Eadie called the meeting to order and welcomed everyone. Quorum was established.

**II. Approval of Minutes** **Bob Eadie**

- Motion to approve minutes by A. Alfonso.
- Motion seconded by A. Soto.
- Motion was unanimously passed.

**III. Financial Statements** **Bob Eadie**

- B. Eadie reviewed the financials and stated that everything seemed to be in order and fairly unremarkable.
- M. Castiglione stated that they are keeping a close eye on the Early Head Start budget some adjustments have been made but for sees it being on target by years end.

**IV. Resolutions** **Bob Eadie**

- Resolution 11302016-01 authorize the President and CEO to negotiate and execute a fourth amendment to contract with Automated Data Processing Payroll Services (ADP, LLC.) to extend the date of contract and increase the total contract amount. Fiscal Impact: The contract amount increases by \$60,000.00 for a total contract amount not to exceed \$105,559.48 for the fiscal year 2016-2017, which is subject to the availability of funding.



- Motion to approve resolution by A. Alfonso
  - Motion seconded by A. Soto.
  - Motion was unanimously passed.
  
- Resolution 11302016-02 authorize the President and CEO to release a Request for Proposal for Quality Materials for Miami-Dade and Monroe Counties. Fiscal Impact: A total amount not to exceed \$3,100,000.00 for the fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The Children’s Trust, U.S Department of Health and Human Services Administration for Children and Families, Office of Early Learning, HIPPY and The Nemours Foundation.
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.
  
- Resolution 11302016-03 authorize the President and CEO to release a Request for Proposal for Curriculum Materials for Miami-Dade and Monroe Counties. Fiscal Impact: A total amount not to exceed \$800,000.00 for the fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The Children’s Trust, U.S. Department of Health and Human Services Administration for Children and Families and Office of Early Learning.
  - Motion to approve resolution by G. Ferradaz.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.
  
- Resolution 11302016-04 authorize the President and CEO to release a Request for Proposal for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties. Fiscal Impact: A total amount not to exceed \$185,000.00 for the fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: All Funding Sources
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by A. Soto.
  - Motion was unanimously passed.
  
- Resolution 11302016-05 Authorize the President and CEO to release a Request for Proposal for Provider Portal Hosting and Dashboard Services for Miami-Dade and Monroe Counties. Fiscal Impact: A total amount not to exceed \$200,000.00 for the fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: All Funding Sources
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.



- Resolution 11302016-06 Present RFP#ELCMDM2016-10 (MIP Accounting Software Services) Evaluation Committee's scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute contract(s) with the selected vendor. Fiscal Impact: A total amount not to exceed \$68,701.47 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 in the amount of \$28,625.61 to reflect the term of the contract from February 1, 2017-June 30, 2017. Funding Source: All Funding Sources
  - Motion to approve resolution by G. Ferradaz.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.

**V. Informational Items**

**Bob Eadie**

- A. Parrino stated that the snapshots for Miami Dade County show an increase on the wait list, 1900 have been sent to families but have not received all the responses yet. VPK enrollment is over 20,000 children enrolled.
- A. Parrino stated that the decrease in the number of children is a bit concerning, wait list continues at 0. ELC staff continue to encourage Monroe County families to apply
- A. Parrino stated that EHS added 5 more children to the wait list.
- A. Parrino stated that the ELC will have a disposition of property, primarily all items have been deemed scrap.
  - Motion to approve disposition of property by A. Alfonso.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.

**VI. Adjourn**

**Bob Eadie**