



Minutes

**ELC Finance Committee Meeting
December 2, 2021; 10:00 am
Zoom Meeting ID: 986 6674 5770
Passcode: ELC1202**

Committee Attendees: Loreen Chant; Matthew Bruno; Chuck Mohr; Daniel Armstrong; Alex Soto

Staff Attendees: Angelo Parrino; Michelle Meilan; Mercy Castiglione; Pam Hollingsworth; Sandra Gonzalez; Vanessa Bongiorno; Lisney Badillo; Fred Hicks; Casie Haines; Alex Sanchez; Ana Rodriguez; Matthew Zaldivar; Belkis Torres; Victor Caballero

- I. Welcome & Introductions** **Loreen Chant**
- A. L. Chant called the meeting to order and welcomed everyone.
 - B. C. Pollard called roll and quorum was established with five (5) voting members.

- II. Approval of Minutes** **Loreen Chant**
- Motion to approve October 26, 2021 minutes.
 - Motion to approve by M. Bruno
 - Motion seconded by A. Soto
 - Motion unanimously passed.

- III. Financial Statements** **Loreen Chant**
- M. Castiglione shared that the Coalition received no findings during the fiscal monitoring by Watson Rice. L. Chant commended the Coalition and finance team on such a huge accomplishment.
 - A. Sanchez shared the financial statements and included the following:
 - The budget for School Readiness is showing a wider variance due to Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) dollars. There is an anticipated surplus. C. Haines shared the proposal for provider rate increases that would help decrease the surplus and support partners increasing the quality of services provided to children and families. L. Chant commended the Coalition for proposed increase, which is much needed.

Mission: To promote high-quality school readiness, voluntary pre-kindergarten 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.





- The VPK program is projecting a surplus that should decrease by the end of the year after the Miami-Dade County Public Schools (MDCPS) bulk upload takes effect.
- Early Head Start budget is on target.

IV. Resolutions

Loreen Chant

- A. 12022021-01 – Release of RFPs – Anabel Espinosa, Dr. Fred Hicks
Authorize the President and CEO to release the Request for Proposals for the services listed within the background section of this resolution.
- L. Badillo shared that the following services will be released as an RFP with a new proposed amount:
- Increased developmental services to align with rule changes.
 - Provider portal housing and dashboard services to support additional programming and modules. CRRSA dollars will be used to support the one-time increase.
 - Office automation platform which hosts procurement module, monitoring tools, request forms, and other back office functions.
 - Early Head Start (EHS) playgrounds to ensure that outdoor equipment is safe, age appropriate, and meets standards.
 - Phone service, maintenance and support for our CCR&R services and administrative office communications.
 - General contracting services to support warehouse and office relocations.
- Motion to approve Resolution 12022021-01 – Release of RFPs – Anabel Espinosa, Dr. Fred Hicks by C. Mohr
 - Motion seconded by M. Bruno
 - Motion unanimously passed.
- B. 12022021-02 – Bluejean Amendment – Dr. Fred Hicks
Authorize the President and CEO to negotiate and execute an amendment to Contract C21-03 with Bluejean Software, Inc. for Provider Portal Hosting and Dashboard Services.
- L. Badillo shared that the increased contract amount will support the distribution of multiple phases of CRRSA funding during this contract year.
- Motion to approve Resolution 12022021-02 – Bluejean Amendment – Dr. Fred Hicks by C. Mohr
 - Motion seconded by A. Soto
 - Motion unanimously passed.
- C. 12022021-03 – EHS Bonus for Childcare Teachers – Belkis Torres
Approve the “Bonus for Childcare Teachers” policy and procedure and authorize the President and CEO to implement the policy and procedure.



B. Torres shared that the program would like to implement a policy and procedure to pay EHS teachers a bonus when funds are available. L. Chant agreed that this initiative is much needed. It was stated that a set criterion will be established.

- Motion to approve Resolution 12022021-03 – EHS Bonus for Childcare Teachers – Belkis Torres by M. Bruno
- Motion seconded by D. Armstrong
- Motion unanimously passed.

D. 12022021-04 – EHS Holiday Payment – Belkis Torres

Authorize the President and CEO to allow the Early Head Start program to reimburse childcare partners with a non-recurring payment for holidays during the 2021-2022 program year.

B. Torres shared that the program traditionally does not pay for holiday's, which are non-service days due to previous budget constraints. It was stated that the current policy allows for payment and the program would like to use a surplus to pay holidays only for the 2021-2022 program year.

- Motion to approve Resolution 12022021-04 – EHS Holiday Payment – Belkis Torres by M. Bruno
- Motion seconded by A. Soto
- Motion unanimously passed.

V. Information Items

Loreen Chant

- S. Gonzalez shared Slot Utilization for Miami-Dade and Monroe County. The decrease in enrollment from October 2020 to October 2021 is due to first responders participation last program year. L. Chant recommended first responder enrollment numbers be shared as a separate note in next snapshot report.
- L. Chant shared that there were no charges on the EHS credit card report for the month of October.
- Dr. Hicks shared that phishing attempts are at an all-time high during this holiday season. It was stated that individuals should beware of deceptive emails or phone calls that request user credentials and personal information.

VI. Public Comments

Loreen Chant

VII. Meeting Adjourn

Loreen Chant