



ELC Finance Committee Meeting
September 30, 2021, 10:00 am
Zoom Meeting ID: 988 9403 4811
Passcode: ELC0930

- | | |
|--|------------------------|
| I. Welcome & Introductions | Loreen Chant |
| II. Approval of Minutes | Loreen Chant |
| A. Motion to approve minutes for September 2, 2021 | |
| III. Financial Statements | Loreen Chant |
| A. School Readiness/VPK | |
| B. Early Head Start | |
| IV. Resolutions | Loreen Chant |
| A. Resolution 09302021-01 – Webauthor Amendment – Dr. Fred Hicks
Authorize the President and CEO to negotiate and execute an amendment to Contract
PSA 21-25 with Webauthor.com, LLC for Procurement Software. | |
| V. Information Items | Loreen Chant |
| A. Slot Utilization | Sandra Gonzalez |
| • Miami Dade County | |
| • Monroe County | |
| • Title V | |
| B. EHS Credit Card Report | |
| • No charges for the month of August | |
| C. Cybersecurity Update | Dr. Fred Hicks |
| VI. Public Comments | Loreen Chant |
| VII. Meeting Adjourn | Loreen Chant |

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.





Finance Committee Meeting
September 2, 2021; 10:00 AM
Zoom Meeting ID: 979 5882 6499
Passcode: 998775

Committee Attendees: Loreen Chant; Chuck Mohr; Daniel Armstrong

Committee Absentees: Alex Soto; Matthew Bruno

Staff Attendees: Evelio Torres; Angelo Parrino; Jackye Russell; Mercy Castiglione; Pamela Hollingsworth; Sandra Gonzalez; Fiorella Christie; Victor Cabellero; Lisney Badillo; Matthew Zaldivar; Casie Haines; Alex Sanchez; Dr. Fred Hicks; Belkis Torres; Lissandra Curbelo

I. Welcome and Introductions

Loreen Chant

- L. Chant called the meeting to order and welcomed everyone. Quorum was established with three (3) voting members.

II. Approval of Minutes

Loreen Chant

- Motion to approve minutes by D. Armstrong.
- Motion seconded by C. Mohr.
- Motion unanimously passed.

III. Financial Statements

Loreen Chant

- M. Castiglione stated that the financials are in good order and we are anticipating closing out the fiscal year with a balanced budget and very minimal surplus.
- Discussions about the financial statements included property depreciation and VPK numbers.

IV. Information Items

Loreen Chant

- S. Gonzalez presented and reviewed the snapshots and there is no waitlist in Miami-Dade or Monroe County. S. Gonzalez stated that children are still being brought weekly in Miami-Dade and daily in Monroe.



- Numbers for the Title V refugee program were shared and it was stated that the program will be sunsetted in September.
- There were no charges on the Early Head Start credit card report for July.
- F. Hicks gave an update on Cybersecurity. He shared that another ELC is under cyber attack and assistance is being provided. He included, we are launching multi-factor authentication to add an additional layer of protection for our agency. In addition, the table-top exercise is being postponed and invitations will be offered to board members. He also shared an update on EFS MOD, which is in version 5.0.

V. Public Comment

Loreen Chant

- D Armstrong shared how the spread of COVID among children is being tracked and the number of current child hospitalizations in Florida.
- E. Torres gave a reminder of the September board meeting with special guests Mr. Mark Wilson, President and CEO of the Florida Chamber and Dr. Brittany Birken, Principal Adviser at Federal Reserve Bank of Atlanta.

VI. Adjourn

Loreen Chant

DRAFT

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 8/31/2021
Assets	
Cash & Cash Equivalents	9,957
Grants Receivable	31,288
VPK Prepayment	2,491
Property and Equipment, Net	452
Other Assets	162
Total Assets	\$ 44,350
Liabilities	
Accounts Payable	12,826
Advances Due to OEL & Other	27,984
VPK Prepayment	0
Accrued Expenses & Other Liabilities	1,462
Total Liabilities	42,273
Net Assets	
Unrestricted	1,622
Temporarily Restricted	455
Total Net Assets	2,077
Total Liabilities and Net Assets	\$ 44,350

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>8/31/2021</u>
Support and revenues			
Grants	\$ 0	\$ 24,153	\$ 24,153
Contributions and Other	0	0	0
Net Assets Released from Restrictions	<u>24,154</u>	<u>(24,154)</u>	<u>0</u>
 Total Support and Revenues	 24,154	 (1)	 24,153
Expenses			
Early Education Services	23,136		23,136
Administration	<u>1,019</u>		<u>1,019</u>
 Total Expenses	 <u>24,154</u>	 <u>0</u>	 <u>24,154</u>
 Change in Net Assets	 0	 (1)	 (1)
 Beginning Net Assets	 1,622	 456	 2,078
 Ending Net Assets	 <u>\$ <u>1,622</u></u>	 <u>\$ <u>455</u></u>	 <u>\$ <u>2,077</u></u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Functional Expenses
(In thousands \$000)

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 8/31/2021</u>
Expenses:			
Payroll & Employee Benefits	1,867	612	2,479
Direct Child Care Services	20,363	0	20,363
Contracted Services-Subrecipients	133	3	137
Dues & Subscriptions	0	5	5
Occupancy Costs	216	36	252
Telephone & Communications	27	49	76
Equipment Repair & Maintenance	0	0	0
Postage & Freight	0	5	5
Printing	10	1	10
Professional Fees	28	202	230
Travel & Transportation Expenses	5	4	9
Program Supplies	137	6	143
Meetings & Conferences	4	1	5
Insurance-General & Liability	125	11	136
Office	172	84	256
Other Administrative Costs	48	0	48
Total Expenses	\$ 23,136	1,019	24,154

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Cash Flows
(In thousands \$000)

	Preliminary YTD 8/31/2021
Cash Flows From Operating Activities	
Change In Net Assets	(1)
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(2,564)
Other Assets	(63)
VPK Prepayment	(2,491)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(15,922)
Other Accrued Expenses & Other Payables	(205)
Advances Due to DEL	16,573
Advances Due to Other Grantors	651
Deferred Revenues	0
Total Adjustments	(4,021)
Net Cash Flows From Operating Activities	(4,022)
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	(4,022)
Cash - Beginning of Period	13,979
Cash Balance End of Period	\$ 9,957

BUDGET VARIANCE

August
2021

In 000'S

SCHOOL READINESS					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	136,922	9,436	19,312	85.90%	83.33%
EXPENDITURES					
Salary and Fringe	15,607	1,055	1,799	88.47%	
Child Care Services	109,016	8,372	17,309	84.12%	
Contractual Services	3,204	86	232	92.75%	
Occupancy	1,585	158	347	78.10%	
Travel/Conf/Dev	338		12	96.56%	
Program Activity	6,519	13	67	98.98%	
IT	326	15	46	85.82%	
Other	326	-261	-547	267.61%	
TOTAL EXP	136,922	9,436	19,265	85.93%	83.33%

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	55,773	1,227	1,573	97.18%	83.33%
EXPENDITURES					
Salary and Fringe	1,437	99	177	87.66%	
Child Care Services	53,619	1,104	1,334	97.51%	
Contractual Services	71	4	14	80.13%	
Occupancy	124	17	35	72.04%	
Travel/Conf/Dev	13		1	91.72%	
Program Activity	372		5	98.76%	
IT	64	1	5	91.99%	
Other	73		2	97.69%	
TOTAL EXP	55,773	1,227	1,573	97.18%	83.33%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	11,936	682	1,847	84.53%	83.33%
EXPENDITURES					
Salary and Fringe	3,385	177	401	88.17%	
Child Care Services	6,170	420	980	84.12%	
Contractual Services	409	15	112	72.56%	
Occupancy	167	41	82	50.71%	
Travel/Conf/Dev	90	19	39	56.89%	
Program Activity	384	4	62	83.98%	
IT	6	3	210	-3700.94%	
Other	1,326	2	9	99.34%	
TOTAL EXP	11,936	682	1,894	84.14%	83.33%

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	11,080	672	1,375	87.59%	
Other	63	21	47	25.21%	
Teen Parent	45			100.00%	
	11,188	693	1,422	87.29%	83.33%
EXPENDITURES					
Salary and Fringe	511	43	78	84.68%	
Child Care Services	10,521	624	1,316	87.49%	
Contractual Services	5	2	8	-54.57%	
Occupancy	95	7	15	84.54%	
Travel/Conf/Dev					
Program Activity	50		2	95.35%	
IT	5	1	2	62.16%	
Other	1	17	2	-104.67%	
TOTAL EXP	11,188	693	1,423	87.28%	83.33%
NET			-1		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	192,694	10,663	20,885	89.16%	
Office of Head Start	11,936	682	1,847	84.53%	
The Children's Trust	11,080	672	1,375	87.59%	
Other	63	21	47	25.21%	
Teen Parent	45			100.00%	
TOTAL REVENUE	215,818	12,038	24,153	88.81%	83.33%
EXPENDITURES					
Salary and Fringe	20,941	1,374	2,455	88.28%	
Child Care Services	179,326	10,520	20,939	88.32%	
Contractual Services	3,689	107	367	90.07%	
Occupancy	1,971	223	479	75.70%	
Travel/Conf/Dev	440	19	52	88.23%	
Program Activity	7,326	17	135	98.16%	
IT	401	20	263	34.34%	
Other	1,726	-242	-535	130.98%	
TOTAL EXP	215,818	12,038	24,154	88.81%	83.33%
NET			-1		



Early Learning Coalition Finance Committee Meeting

September 30, 2021

Resolution: 09302021-01

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA 21-25 with Webauthor.com, LLC for Procurement Software.

Fiscal Impact: The contract amount increases by \$20,800.00, for a total contract amount not to exceed \$104,800.00 per fiscal year, 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 Education Division of Early Learning, The Children's Trust.

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> N/A - ELC Operations

RESOLUTION: 09302021-01

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA 21-25 WITH WEBAUTHOR.COM, LLC FOR PROCUREMENT SOFTWARE.

WHEREAS, the Finance 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;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

Background

Webauthor¹ is a secure cloud platform utilized by the ELC to create content management and workflows to document, track, and process procurements, request forms for purchases, former employee access removal, communications requests, blast texts to parents and providers, Division of Early Learning (DEL) approved Voluntary Pre-Kindergarten (VPK) & School Readiness (SR) monitoring reports, delivery acceptance forms, vendor applications, vendor contracts, conflict of interests forms, and much more.

Scope of Work

We seek to add to the existing Webauthor contract to program software *application programming interfaces (API's)* with: (1) our requisition application known as Microix, (2) Tableau², and (3) our Ninja³ web portal. See the table below regarding benefits and brief software descriptions.

Software	Benefit to the ELC regarding the Application programming interface (API)
Microix provides the ELC with the ability to process invoice requests which integrates with MIP accounting system to create and purchase through a robust workflow for authorizations.	An API with Microix provides the ELC a secure method to avoid double data entry from the request form to the finance sub-system, programmed business rules which creates internal controls to avoid audit issues, and additional productivity regarding the back-office function of creating invoices. The proposed connection is a one-way send of data.
Tableau is the official reporting and visualization software utilized by the Division of Early Learning (DEL) to answer and track clients served by the ELC.	An API with Tableau provides the ELC with an additional method to securely transmit data from the DEL server in Tallahassee to our local Tableau server for warehouse analysis and local data usage.
Ninja Web Portal securely provides the management of information system (MIS) team with ability to remotely locate, update, upgrade, monitor, and repair laptops or other devices 24/7.	An API with Ninja provides the ELC the ability to securely locate laptops and active users globally . While the technological tools benefit the MIS team, the ability to locate ELC users also assists management with the remote work protocols . Further, this API integration provides a mapping function for management to ensure accuracy, transparency, and accountability of assets and users .

The proposed API programming addition to Webauthor is not to exceed, \$20,800.00. This amount is added to the current annual contract which is \$84,000.00 annually.

¹ For more about Webauthor visit <https://webauthor.com>

² For more about Tableau visit <https://www.tableau.com/why-tableau/what-is-tableau>

³ For more about Ninja visit <https://www.ninjammm.com/>

Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot - Miami-Dade

8/1/2020 comparison to 8/1/2021

Aug-2020*	Aug-2021
<u># of SR Children Served (Enrolled)</u> 22,558	<u>Last Year Enrollment</u> 18,850
<u>Ages for SR Children Enrolled</u>	<u>Ages for SR Children Enrolled</u>
<i>Infant</i> 2,878	<i>Infant</i> 2,379
<i>Toddler</i> 3,005	<i>Toddler</i> 2,617
<i>Three Year Old</i> 3,721	<i>Three Year Old</i> 2,883
<i>Pre-School</i> 6,880	<i>Pre-School</i> 5,163
<i>School Age</i> 6,074	<i>School Age</i> 5,808
Total 22,558	Total 18,850
<u>Enrollment Activity</u>	<u>Enrollment Activity</u>
<i>Beginning Census</i> 22,285	<i>Beginning Census</i> 18,422
<i>Net Increase/Decrease</i> 273	<i>Net Increase/Decrease</i> 428
Total 22,558	Total 18,850
<u>SR Payments</u> \$11,604,700	<u>SR Payments</u> \$8,813,329
<u># of SR Applications in the Queue</u>	<u># of SR Applications in the Queue</u>
<i>Ages 0-5</i> 136	<i>Ages 0-5</i> 72
<i>School Ages 6-13</i> 24	<i>School Ages 6-13</i> 35
Total 160	Total 107
*Includes enrollments of first responders due to the pandemic.	
Acronym School Readiness (SR)	

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot – Monroe

8/1/2020 comparison to 8/1/2021

Aug-2020*	Aug-2021
<u># of SR Children Served (Enrolled)</u> 393	<u># of SR Children Served (Enrolled)</u> 313
<u>Ages for SR Children Enrolled</u>	<u>Ages for SR Children Enrolled</u>
<i>Infant</i> 74	<i>Infant</i> 43
<i>Toddler</i> 63	<i>Toddler</i> 57
<i>Three Year Old</i> 76	<i>Three Year Old</i> 54
<i>Pre-School</i> 108	<i>Pre-School</i> 87
<i>School Age</i> 72	<i>School Age</i> 72
Total 393	Total 313
<u>Enrollment Activity</u>	<u>Enrollment Activity</u>
<i>Beginning Census</i> 412	<i>Beginning Census</i> 280
<i>Net Increase/Decrease</i> (19)	<i>Net Increase/Decrease</i> 33
Total 393	Total 313
<u>SR Payments</u> \$201,417	<u>SR Payments</u> \$134,001
<u># of SR Applications in the Queue</u>	<u># of SR Applications in the Queue</u>
<i>Ages 0-5</i> 0	<i>Ages 0-5</i> 0
<i>Ages 6-13</i> 0	<i>Ages 6-13</i> 0
Total 0	Total 0
*Includes enrollments of first responders due to the pandemic.	
Acronym School Readiness (SR)	

Early Learning Coalition of Miami-Dade/Monroe

Title V (Refugee) Slot Utilization Snapshot - Miami-Dade

August 2021

<u># of TV Children Served (Enrolled)</u>	
	27
<u>Enrollment Activity</u>	
<i>Beginning Census</i>	23
<i>Net Increase/Decrease</i>	4
Total	27
<u>Payments</u>	
	\$15,001
<hr/>	
<u># of TV Enrollments as of Sept 21, 2021</u>	
	27
<u># of TV Paid August 2021</u>	
	27
<u># of TV Paid YTD 2021</u>	
	30
Acronym	
Refugee (TV)	

**Strategic Plan Priority
Initiative:**

- Educate All
- Capacity Building
- Funding
- Providers

IT and Cybersecurity Update

Dr. Frederick Hicks, Sr. VP. of Technology and Cybersecurity
fhicks@elcmdm.org

Takeaway

Table-top exercise in
October

Exchange server upgrade
complete

NEWS from NIST

Tabletop Exercise is pending the agreed upon specifications and procurement wrap-up)
Invitations will be offered to board members or their designee
As soon as the date is final, we will release it and decide if it will occur in person or virtually.

(We'd like to have it in person if possible.)

Team members from the ELC who will attend

- ELC MIS
- Finance
- Executive Leadership
- 3rd Party partners serving as the Infrastructure as a Service (IaaS)

Announcement regarding a neighboring ELC

