



**ELC Finance Committee Meeting**  
**July 28, 2022; 10:00 AM**  
**Meeting ID: 982 6130 9893**  
**Passcode: ELC072822**

- |   |                     |
|---|---------------------|
| <b>I. Welcome &amp; Introductions</b>   | <b>Loreen Chant</b> |
| <b>II. Approval of Minutes</b>  | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>• Motion to approve minutes for May 24, 2022.</li></ul>   |                     |
| <b>III. Financial Statements</b>  | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>A. School Readiness/VPK</li><li>B. Early Head Start</li></ul>   |                     |
| <b>IV. Resolutions</b>  | <b>Loreen Chant</b> |
| <ul style="list-style-type: none"><li>• <b>07282022-01</b> Amended Budget: FY 2022-2023<br/>Approval of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2022-2023</li><li>• <b>07282022-02</b> CLASS Assessments: Teachstone and The Children’s Forum<br/>Authorize the President and CEO to negotiate and execute a contract with The Children’s Forum and Teachstone to facilitate and provide Assessment Services using the Classroom Assessment Scoring System® (CLASS®) for Miami-Dade and Monroe Counties.</li><li>• <b>07282022-03</b> EHS Revised Bonus for Childcare Teachers<br/>Approve an amendment to the current “Bonus for Childcare Teachers” policy and procedure.</li><li>• <b>07282022-04</b> EHS Covid Flexibilities<br/>Authorize the President and CEO to adopt and implement if needed, the fiscal flexibilities granted by the Office of Head Start on Information Memorandum ACF-IM-HS-21-01, Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities.</li></ul> |                     |

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.



- **07282022-05** RFP Temporary Employment/Direct Hire Agency  
Authorize the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.
- **07282022-06** RFP Comprehensive Office Cleaning Services  
Authorize the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.

**V. Informational Items**

**Loreen Chant**

A. Slot Utilization

**Sandra Gonzalez**

- Miami Dade County
- Monroe County

B. Cybersecurity Update

**Dr. Fred Hicks**

**VI. Public Comments**

**Loreen Chant**

**VII. Meeting Adjourn**

**Loreen Chant**



**ELC Finance Committee Meeting**  
**May 24, 2022; 2:00 P.M.**  
**Meeting ID: 933 7252 8790**  
**Passcode: ELC052622**

## **MINUTES**

**Committee Attendees:** Loreen Chant; Matthew Bruno; Chuck Mohr

**Committee Absentees:** Alex Soto; Daniel Armstrong

**Staff Attendees:** Evelio Torres; Angelo Parrino; Michelle Meilan; Mercy Castiglione; Sandra Gonzalez; Vanessa Bongiorno; Lisney Badillo; Fred Hicks; Casie Haines; Alex Sanchez; Ana Rodriguez; Matthew Zaldivar; Belkis Torres; Victor Caballero; Fiorella Christie; Lisney Badillo; Marisleydis Bruguez; Natalia Gamundi; Pamela Hollingsworth

**Board Attendees:** Iris Strachan

### **I. Welcome & Introductions**

**Loreen Chant**

- A. L. Chant called the meeting to order and welcomed everyone.
- B. K. Gregory called roll and quorum was established with three (3) voting members

### **II. Approval of Minutes**

**Loreen Chant**

- Motion to approve minutes for April 28, 2022.
  - L. Chant -Motion to approve by M. Bruno
  - Motion seconded by C. Mohr
  - Motion unanimously passed.

### **III. Financial Statements**

**Loreen Chant**

- A. School Readiness/VPK were reviewed by A. Sanchez
- B. Early Head Start were reviewed by A. Sanchez

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.



#### IV. Resolutions

Loreen Chant

- **05242022-01** Amended Budget FY 2021-2022  
Approval of the Early Learning Coalition’s Fourth Amendment to the Annual Budget for fiscal year 2021-2022.
  - L. Chant – Motion to approve by M. Bruno
  - Motion seconded by C. Mohr
  - Motion unanimously passed.
  
- **05242022-02** RFP Public Awareness and Outreach Campaign (Award)  
Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2022-07 (Public Awareness and Outreach Campaign Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve by C. Mohr
  - Motion seconded by M. Bruno
  - Motion unanimously passed.
  
- **05242022-03** Provider Rate Increase (Monroe)  
Implement the Provider Rate Increase approved by the Florida Department of Education, Division of Early Learning (DEL) for Monroe County.
  - L. Chant – Motion to approve by C. Mohr
  - Motion seconded by M. Bruno
  - Motion unanimously passed.

#### V. Informational Items

Loreen Chant

##### A. Slot Utilization

Sandra Gonzalez

- Miami Dade County was reviewed by Sandra Gonzalez
- Monroe County was reviewed by Sandra Gonzalez



- B. Cybersecurity Update was presented by Dr. Hicks. **Dr. Fred Hicks**
- C. Anti-Fraud Plan Change/update **Loreen Chant**
- L. Chant – Motion to approve by M. Bruno
  - Motion seconded by C. Mohr
  - Motion unanimously passed.

Chuck Mohr asked if this plan must be in the Bylaws. We will ask legal.

Evelio Torres reported that we will arrange a meeting with Chancellor Mears with the Finance committee members in reference to the approved reimbursement rate increase and budget impact.

- VI. Public Comments** **Loreen Chant**
- VII. Meeting Adjourn** **Loreen Chant**

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 5/31/2022</b>
<b>Assets</b>	
Cash & Cash Equivalents	7,152
Grants Receivable	30,512
VPK Prepayment	0
Property and Equipment, Net	452
Other Assets	87
Total Assets	<b>\$ 38,204</b>
<b>Liabilities</b>	
Accounts Payable	15,548
Advances Due to OEL & Other	19,425
VPK Prepayment	0
Accrued Expenses & Other Liabilities	1,157
Total Liabilities	<b>36,130</b>
<b>Net Assets</b>	
Unrestricted	1,615
Temporarily Restricted	458
Total Net Assets	<b>2,074</b>
Total Liabilities and Net Assets	<b>\$ 38,204</b>

**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Activities**  
*(In thousands \$000)*

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>5/31/2022</b>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 214,783	\$ 214,783
Contributions and Other	0	830	830
Net Assets Released from Restrictions	215,610	(215,610)	0
Total Support and Revenues	215,610	3	215,613
<b>Expenses</b>			
Early Education Services	209,700		209,700
Administration	5,910		5,910
Total Expenses	215,610	0	215,610
<b>Change in Net Assets</b>	0	3	3
<b>Beginning Net Assets</b>	1,615	455	2,070
<b>Ending Net Assets</b>	\$ 1,615	\$ 458	\$ 2,074

**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 5/31/2022</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	12,765	3,791	16,556
Direct Child Care Services	151,054	0	151,054
Contracted Services-Subrecipients	718	9	727
Dues & Subscriptions	5	69	74
Occupancy Costs	1,184	173	1,357
Telephone & Communications	143	311	453
Equipment Repair & Maintenance	1	0	1
Postage & Freight	5	26	31
Printing	57	3	60
Professional Fees	184	854	1,038
Travel & Transportation Expenses	34	31	65
Program Supplies	948	74	1,022
Meetings & Conferences	6	3	9
Insurance-General & Liability	221	27	247
Office	53	486	540
Other Administrative Costs	42,323	54	42,376
<b>Total Expenses</b>	<b>\$ 209,700</b>	<b>5,910</b>	<b>215,610</b>



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

	<b>Preliminary YTD 5/31/2022</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	3
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(5,826)
Other Assets	12
VPK Prepayment	0
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(13,211)
Other Accrued Expenses & Other Payables	(6,463)
Advances Due to DEL	18,014
Advances Due to Other Grantors	644
Deferred Revenues	0
<b>Total Adjustments</b>	<b>(6,830)</b>
<b>Net Cash Flows From Operating Activities</b>	<b>(6,827)</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	(6,827)
Cash - Beginning of Period	13,979
<b>Cash Balance End of Period</b>	<b>\$ 7,152</b>



## BUDGET VARIANCE

May  
2022

*In 000'S*

### School Readiness

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	308,868	15,455	150,605	51.24%	8.33%
<b>EXPENDITURES</b>					
Salary and Fringe	23,130	1,142	12,644	45.34%	
Child Care Services	112,448	8,995	93,216	17.10%	
Contractual Services	4,960	109	1,308	73.63%	
Occupancy	1,585	142	1,679	-5.93%	
Travel/Conf/Dev	338	30	93	72.53%	
Program Activity	165,754	5,099	41,960	74.69%	
IT	326	195	40,266	40.26%	
Other	326	-63	-488	249.55%	
<b>TOTAL EXP</b>	<b>308,868</b>	<b>15,455</b>	<b>150,605</b>	<b>51.24%</b>	<b>8.33%</b>

### VPK

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	56,170	6,571	45,575	18.86%	8.33%
<b>EXPENDITURES</b>					
Salary and Fringe	1,437	103	840	41.58%	
Child Care Services	53,619	6,452	44,446	17.11%	
Contractual Services	71	4	101	-42.32%	
Occupancy	124	11	101	18.00%	
Travel/Conf/Dev	13	3	8	38.33%	
Program Activity	769	13	13	98.25%	
IT	64	21	67,87%	67.87%	
Other	73	-2	45	38.25%	
<b>TOTAL EXP</b>	<b>56,170</b>	<b>6,571</b>	<b>45,575</b>	<b>18.86%</b>	<b>8.33%</b>

### EARLY HEAD START

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	11,936	844	9,547	20.02%	8.33%
<b>EXPENDITURES</b>					
Salary and Fringe	3,385	200	2,458	27.39%	
Child Care Services	6,170	536	4,944	19.87%	
Contractual Services	409	17	260	36.39%	
Occupancy	167	24	309	-84.68%	
Travel/Conf/Dev	90	32	138	-54.45%	
Program Activity	384	19	264	31.22%	
IT	6	6	275	-4885.05%	
Other	1,326	10	899	32.22%	
<b>TOTAL EXP</b>	<b>11,936</b>	<b>844</b>	<b>9,547</b>	<b>20.02%</b>	<b>8.33%</b>

### TCT and OTHER

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	11,080	1,124	9,783	11.71%	
Other	63	8	98	-55.83%	
Teen Parent	45	5	5	89.04%	
	<b>11,188</b>	<b>1,137</b>	<b>9,886</b>	<b>11.64%</b>	<b>8.33%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	511	34	444	13.07%	
Child Care Services	10,521	1,083	9,262	11.96%	
Contractual Services	5	14	96	-1814.50%	
Occupancy	95	3	49	48.14%	
Travel/Conf/Dev	1	1	3		
Program Activity	50	10	10	79.48%	
IT	5	6	6	-20.76%	
Other	1	1	13	-1162.67%	
<b>TOTAL EXP</b>	<b>11,188</b>	<b>1,137</b>	<b>9,884</b>	<b>11.66%</b>	<b>8.33%</b>
<b>NET</b>			2		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	365,037	22,026	196,180	46.26%	
Office of Head Start	11,936	844	9,547	20.02%	
The Children's Trust	11,080	1,124	9,783	11.71%	
Other	63	8	98	-55.83%	
Teen Parent	45	5	5	89.04%	
<b>TOTAL REVENUE</b>	<b>388,161</b>	<b>24,007</b>	<b>215,613</b>	<b>44.45%</b>	<b>8.33%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	28,464	1,479	16,386	42.43%	
Child Care Services	182,758	17,066	151,868	16.90%	
Contractual Services	5,445	144	1,765	67.59%	
Occupancy	1,971	181	2,138	-8.50%	
Travel/Conf/Dev	440	66	242	45.02%	
Program Activity	166,957	5,118	42,248	74.70%	
IT	401	6	497	-23.96%	
Other	1,726	-54	468	72.89%	
<b>TOTAL EXP</b>	<b>388,161</b>	<b>24,007</b>	<b>215,611</b>	<b>44.45%</b>	<b>8.33%</b>
<b>NET</b>			2		



**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-01**

**Action Requested: Approval of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2022-2023.**

**Fiscal Impact: Net increase of \$147,066,379 to the Current Approved Budget, this would be the first budget amendment for fiscal year 2022-2023 for a new total budget of \$359,591,535.**

**Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education, Division of Early Learning.**

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Funding
- ELC Operations

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**RESOLUTION: 07282022-01**

**APPROVAL OF THE EARLY LEARNING COALITION’S FIRST AMENDMENT TO THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023.**

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:**

Please see below the 1st budget amendment to the approved annual budget for fiscal year 2022-2023. This amendment adds \$147,066,379 in additional funding for our 2022-2023 fiscal budget.

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN TRUST		Other		TOTAL	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
<b>REVENUE:</b>	274,364,654	<b>REVENUE:</b>	61,802,866	<b>REVENUE:</b>	11,936,015	<b>REVENUE:</b>	11,380,000			State of Florida	336,167,520
			336,167,520							Office of Head Start	11,936,015
										The Children's Trust	11,380,000
								Teen Parent	45,000	Teen Parent	45,000
								* Other	63,000	Other	63,000
								<b>REVENUE:</b>	108,000	<b>TOTAL REVENUE:</b>	359,591,535
<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>	
Salary and Fringe	21,020,875	Salary and Fringe	1,641,426	Salary and Fringe	3,385,084	Salary and Fringe	500,000	Salary and Fringe	11,175	Salary and Fringe	26,558,560
Child Care Services	128,879,055	Child Care Services	58,580,835	Child Care Services	6,042,182	Child Care Services	10,780,000	Child Care Services	40,500	Child Care Services	204,322,572
Contractual Services	2,204,260	Contractual Services	71,187	Contractual Services	536,368	Contractual Services		Contractual Services		Contractual Services	2,811,815
Occupancy	1,584,843	Occupancy	123,601	Occupancy	167,103	Occupancy	100,000	Occupancy	5,000	Occupancy	1,980,547
Travel/Conf/Dev	337,609	Travel/Conf/Dev	12,665	Travel/Conf/Dev	89,604	Travel/Conf/Dev		Travel/Conf/Dev		Travel/Conf/Dev	439,878
Program Activity	119,685,327	Program Activity	1,236,534	Program Activity	1,507,599	Program Activity		Program Activity	51,325	Program Activity	122,480,785
IT	326,270	IT	63,962	IT	5,522	IT		IT		IT	395,754
Other	326,414	Other	72,657	Other	202,553	Other		other		Other	601,624
<b>TOTAL EXP</b>	274,364,654	<b>TOTAL EXP</b>	61,802,866	<b>TOTAL EXP</b>	11,936,015	<b>TOTAL EXP</b>	11,380,000	<b>TOTAL EXP</b>	108,000	<b>TOTAL EXP</b>	359,591,535

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN TRUST		Other	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
<b>REVENUE: 2022-23</b>	134,451,468	<b>REVENUE:</b>	55,772,775	<b>REVENUE:</b>	10,812,913	<b>REVENUE:</b>	11,380,000	<b>REVENUE:</b>	108,000
<b>REVENUE: 2022-23</b>	274,364,654	<b>REVENUE:</b>	61,802,866	<b>REVENUE:</b>	11,936,015	<b>REVENUE:</b>	11,380,000	<b>REVENUE:</b>	108,000
Difference:	139,913,186	Difference:	6,030,091	Difference:	1,123,102	Difference:	0	Difference:	0
								<b>Difference:</b>	147,066,379
ARPA-SR	103,947,720	VPK- rates are higher	5,101,653	EHS Covid roll over	1,123,102				
CRRSA-SR	16,219,028	ESSER- VPK	396,872						
SR- Gold Seal	12,066,778	VPK Assessments	531,566						
PDG-SR	1,151,166								
SR Assessments	217,152		6,030,091						
SR - QPI	3,858,333								
SR - Match	2,453,009								
	139,913,186								

**ACRONYM DEFINITIONS:**

- QPI QUALITY PERFORMANCE INCENTIVE DIFFERENTIALS
- CARES CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
- CRRSA CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
- ARPA AMERICAN RESCUE PLAN ACT
- PDG PRESCHOOL DEVELOPMENT GRANT SERVICES
- ESSER II ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II ACT



**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-02**

**Action Requested:** Authorize the President and CEO to negotiate and execute a contract with The Children’s Forum and Teachstone to facilitate and provide Assessment Services using the Classroom Assessment Scoring System® (CLASS®) for Miami-Dade and Monroe Counties.

**Fiscal Impact:** An approximate amount of \$1,487,500.00 for fiscal year 2022-2023, which is subject to the availability of funding.

**Funding Source(s):** Florida Department of Education, Division of Early Learning.

**Strategic Goal:**

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

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**RESOLUTION: 07282022-02**

**AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE CHILDREN’S FORUM AND TEACHSTONE TO FACILITATE AND PROVIDE ASSESSMENT SERVICES USING THE CLASSROOM ASSESSMENT SCORING SYSTEM® (CLASS®) FOR MIAMI-DADE AND MONROE COUNTIES.**

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:**

Rule 6M-4.740, 6M-4.741, and 6M-8.621, an act relating to early learning, which requires the implementation of observation-based program assessment prior to contracting with the Early Learning Coalition of Miami-Dade/Monroe, Inc. for School Readiness and/or Voluntary Prekindergarten services. The Division of Early Learning (DEL) under the Florida Department of Education has identified the Classroom Assessment Scoring System® (CLASS®) as the designated program assessment measure and has delegated completion of these assessments to coalitions across the state. The ELC is requesting services from The Children’s Forum and Teachstone, vendors procured and approved by DEL, which has the relevant CLASS® knowledge and experience to conduct an approximate amount of 3,500 assessments. The vendor will provide staff that is bilingual and reliable in all of the three tools (e.g. CLASS Infant, CLASS Toddler, and CLASS Preschool) and able to maintain reliability while providing the above-referenced services.

The Early Learning Coalition may, at its sole discretion, move funds between or among contract(s) that the Coalition has with both vendors for CLASS® Assessments.

Service/Product	Current FY 21-22 Amount	Proposed FY 22-23 Amount
<b>CLASS Assessments</b>	\$538,030.00	\$1,487,500.00
<b>Variance</b>	An increase in the number of assessments that need to be conducted.	



**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-03**

**Action Requested:** Approve an amendment to the current “Bonus for Childcare Teachers” policy and procedure.

**Fiscal Impact:** An approximate amount, not to exceed, \$2,000,000.00, for the 2021-2022 fiscal year.

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

**Strategic Goal:**

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

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**RESOLUTION: 07282022-03**

**APPROVE AN AMENDMENT TO THE CURRENT “BONUS FOR CHILDCARE TEACHERS” POLICY AND PROCEDURE.**

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:

On June 21, 2022 the Office of Head Start released Information Memorandum ACF-IM-HS-22-04 in response to the nationwide teacher/staff shortage. The Office of Head Start strongly encouraged programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Programs are encouraged to apply strategies for staff positions in their program that are impacted by the workforce shortage. The Early Head Start program of the Early Learning Coalition of Miami-Dade/Monroe is requesting that the Board approve a revision to the annual fiscal impact of the “Bonus for Childcare Teachers” policy and procedure retroactive to the previously approved Resolution 12022021-03 dated December 2, 2021.

## Regulations:

Information Memorandum ACF-IM-HS-22-04

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04>

Bonus – Childcare Teachers

### **Regulation Reference:**

[45 CFR 75.430\(f\)](#)

[45 CFR 75.431](#)

### **Policy:**

When funds are available and permitted by the grant, the Early Head Start Program may provide bonuses to childcare staff for hiring incentives, longevity, and/or performance.

### **Procedure:**

The process for determining and paying bonuses:

*The below item that originally reads:*

- The total annual amount of bonuses disbursed will not exceed 5% of the total annual budget, excluding Training and Technical Assistance budget.

*Will be hereby amended to read as follows:*

- **The total annual amount of bonuses will be based on the availability of funds and local factors, including the cost of living and the local job market.**





**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-04**

**Action Requested:** Authorize the President and CEO to adopt and implement if needed, the fiscal flexibilities granted by the Office of Head Start as per the Information Memorandum ACF-IM-HS-21-01, Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities.

**Fiscal Impact:** No fiscal impact.

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

**Strategic Goal:**

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

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**RESOLUTION: 07282022-04**

**AUTHORIZE THE PRESIDENT AND CEO TO ADOPT AND IMPLEMENT IF NEEDED, THE FISCAL FLEXIBILITIES GRANTED BY THE OFFICE OF HEAD START AS PER THE INFORMATION MEMORANDUM ACF-IM-HS-21-01, UPDATED CORONAVIRUS DISEASE 2019 (COVID-19) FISCAL AND ADMINISTRATIVE FLEXIBILITIES.**

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:

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) ACF-IM-HS-20-03, Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities. It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01, ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01, has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, M-21-20, Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. Information Memorandum ACF-IM-HS-21-01 supersedes ACF-IM-HS-20-03.

**Due to the under-enrollment and staff shortage, the program faced throughout the 2021-2022 program year, budget transfers between direct cost categories have been made in response to the changing program needs in relation to COVID-19 in an aggregate amount not exceeding \$1 million.**

## Regulations:

Information Memorandum ACF-IM-HS-21-01(attached)

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/im/downloads/acf-im-hs-21-01.pdf>

M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance

[https://www.whitehouse.gov/wp-content/uploads/2021/03/M\\_21\\_20.pdf](https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf)

Prior approval waiver requirements. 45 CFR §75.407; 2 CFR §200.407

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements. These waivers are in effect until OMB memorandum M-21-20 expires and/or is rescinded.

Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval.

**Budget modifications (45 CFR §75.308(e)). To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million.**

Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing to obtain goods and services needed for COVID-19 response and recovery.



**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-05**

**Action Requested:** Authorize the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.

**Fiscal Impact:** An approximate amount of \$100,000.00 per fiscal year, which is subject to the availability of funding.

**Funding Source(s):** All funding sources.

**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"/> ELC Operations

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**RESOLUTION: 07282022-05**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) TO CONTRACT WITH A TEMPORARY EMPLOYMENT/DIRECT HIRE AGENCY.**

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:**

The Early Learning Coalition of Miami-Dade/Monroe on occasion may have the need to hire temporary employees on a short-term basis to staff a special project, a busy season, or positions that may be taking a longer than usual time to fill and can't remain vacant for a prolonged period time. Additionally, the Early Learning Coalition of Miami-Dade/Monroe may use the awarded agency to source, interview, and select permanent staff. Contracting with a temporary/direct hire agency can expedite the need for immediate human resources.



**Early Learning Coalition Finance Committee Meeting**

**July 28, 2022**

**Resolution: 07282022-06**

**Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.**

**Fiscal Impact: An approximate amount of \$200,000.00 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, Monroe County Public Schools.**

**Strategic Goal:**

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

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**RESOLUTION: 07282022-06**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR COMPREHENSIVE OFFICE CLEANING SERVICES.**

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:**

On September 21, 2020, The Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELC) released a Request for Proposal for Cleaning/Janitorial Services. On December 7, 2020, Miami Janitorial Supplies and National Interior Solutions were awarded the contract for a term of three years.

The ELC has grown in the scope of services provided to the community. The Early Learning Coalition has service centers in the North, Central and South Miami-Dade area. The service centers provide services to the public including School Readiness eligibility services, technical assistance for parents and providers, as well as other related services.

In order to ensure continuity of services, the ELC is requesting a release of a Request for Proposal for Comprehensive Office Cleaning Services for multiple locations across Miami-Dade and Monroe Counties on an as needed basis.

Centers	Address
<b>Headquarter</b>	2555 Ponce de Leon Blvd, Suite 210, Coral Gables FL 33134
<b>Central Service Center</b>	3250 SW 3rd Ave First Floor, Miami FL 33129
<b>Central 2<sup>nd</sup> Floor QC/Assessment</b>	3250 SW 3 <sup>rd</sup> Ave, Suite 200, Miami FL 33129
<b>South Service Center Location</b>	18951 SW 106th Ave Suite B206 to 210 (208 main entrance) Cutler Bay FL 33157
<b>South Location</b>	18901 SW 106 Ave Unit #231 Miami FL 33157
<b>South Location II</b>	18901 SW 106 Ave Unit #A-210 Miami FL 33157
<b>South Location III</b>	18901 SW 106 Ave Unit #A-246 Miami FL 33157
<b>South Rede-Permanent Location</b>	18901 SW 106 Ave Unit #B-203, 204, 205 Miami FL 33157
<b>North Office</b>	15100 NW 67 <sup>th</sup> Ave, Suite 207, Miami Lakes, FL 33014
<b>Key Largo</b>	103400 Overseas Highways, Suite 112, Key Largo FL 33037
<b>Marathon</b>	5800 Overseas Hwy, Marathon, FL 33050
<b>Key West</b>	1111 12th street, suite 206, Key West FL 33040
<b>Satellite Locations Citrus Hialeah</b>	551 West 51th place 2nd floor, Hialeah FL 33012
<b>MDCPS- Neighborhood Resource Center</b>	7900 NW 27th Ave Suite # F9, Miami FL 33147
<b>Sant La, Haitian Neighborhood Center, Inc.</b>	5000 Biscayne Blvd Suite #110 Miami FL 33137
<b>Sant La, South Hub</b>	900 NE 23 Avenue, Homestead FL 33033

Service/Product	Current FY 21-22 Amount	Proposed FY 22-23 Amount
<b>Comprehensive Office Cleaning Services</b>	\$200,000.00	\$200,000.00
<b>Variance</b>	There is no variance.	

# Early Learning Coalition of Miami-Dade/Monroe

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

06/1/2021 comparison to 06/1/2022

June-2021	June-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
19,381	19,179
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 2,936	<i>Infant</i> 2,247
<i>Toddler</i> 3,147	<i>Toddler</i> 2,586
<i>Three Year Old</i> 2,962	<i>Three Year Old</i> 2,922
<i>Pre-School</i> 5,201	<i>Pre-School</i> 4,918
<i>School Age</i> 5,135	<i>School Age</i> 6,506
<b>Total</b> 19,381	<b>Total</b> 19,179
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 18,406	<i>Beginning Census</i> 18,976
<i>Net Increase/Decrease</i> 975	<i>Net Increase/Decrease</i> 203
<b>Total</b> 19,381	<b>Total</b> 19,179
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
<b>\$10,233,000</b>	<b>\$9,709,000</b>
<b><u># of SR Applications in the Queue</u></b>	<b><u># of SR Applications in the Queue</u></b>
<i>Ages 0-5</i> 223	<i>Ages 0-5</i> 97
<i>School Ages 6-13</i> 46	<i>School Ages 6-13</i> 23
<b>Total</b> 269	<b>Total</b> 120
<b>Acronym</b> School Readiness (SR)	

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot – Monroe

06/1/2021 comparison to 06/1/2022

June-2021	June-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
287	286
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 49	<i>Infant</i> 33
<i>Toddler</i> 73	<i>Toddler</i> 46
<i>Three Year Old</i> 50	<i>Three Year Old</i> 61
<i>Pre-School</i> 84	<i>Pre-School</i> 73
<i>School Age</i> 31	<i>School Age</i> 73
<b>Total</b> 287	<b>Total</b> 286
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 288	<i>Beginning Census</i> 299
<i>Net Increase/Decrease</i> (1)	<i>Net Increase/Decrease</i> (13)
<b>Total</b> 287	<b>Total</b> 286
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
\$161,000	\$160,000
<b><u># of SR Applications in the Queue</u></b>	<b><u># of SR Applications in the Queue</u></b>
<i>Ages 0-5</i> 0	<i>Ages 0-5</i> 0
<i>School Ages 6-13</i> 0	<i>School Ages 6-13</i> 0
<b>Total</b> 0	<b>Total</b> 0
<b>Acronym</b> School Readiness (SR)	



**Strategic Plan Priority  
Initiative:**

- Educate All
- Capacity Building
- Funding
- Providers

# Cybersecurity Update

**Dr. Frederick Hicks**, Sr. Vice President of Technology and  
Cybersecurity

[fhicks@elcmdm.org](mailto:fhicks@elcmdm.org)

## Cybersecurity Update: 2022 Annual Penetration-Test Results

- ✓ Reduction of 4 Vulnerabilities Down To One (Very Technical)
- ✓ Social Engineering Test Passed
- ✓ Portable Storage Device Test Passed

