



Finance Committee Meeting  
March 27, 2019; 10:00 AM  
Early Learning Coalition Board Room

**Committee Attendees:** Adrian Alfonso (via conference call); Theresa Axford (via conference call); Alex Soto (via conference call); Bob Eadie (via conference call)

**Absent Committee:** Philip Gassman; Gilda Ferradaz

**Staff Attendees:** Angelo Parrino (via conference call); Juan Castillo; Mercy Castiglione; Jackye Russell; Lisney Badillo; Lissandra Curbelo; Lisa Sanabria; Ileana Vallejo (via conference call); Jaqueline Olio; Sal Martorano; Belkis Torres

**I. Welcome and Introductions** **Adrian Alfonso**

- A. Alfonso called the meeting to order and welcomed everyone. Quorum was established.

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

- Motion to approve minutes by A. Soto.
- Motion seconded by T. Axford.
- Motion unanimously passed.

**III. Financial Statements** **Adrian Alfonso**

- M. Castiglione stated that there has been improvement in EFS mod but not fast enough to deliver accurate financial statements.
- M. Castiglione stated that EFS Mod for School Readiness has improved the problems with the calendar and they have new managers at the helm. The contracts portion should be available in April. The VPK reconciliation has begun and the providers are being very cooperative. Once July is completed through EFS mod then the school readiness reconciliation can begin. ELC needs to first identify how much individual providers owe and see if the current plan 6 months payment plan will work. The ELC does not want to affect providers business and OEL is working with us on this. Overtime has already begun and we might need some part time help. Administrative percentages will cap out for this fiscal year. The fiscal year will be extended to July and the budget will probably break even.



#### IV. Resolutions

Adrian Alfonso

- Resolution 03272019-01 - Approve the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2019-01 (Performance Funding Project Auditing Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: The contract is for an approximate amount of \$75,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- Resolution 03272019-02 - Approve the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2019-02 (Infant/Toddler Parent Support Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: The contract is for an approximate amount of \$65,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- Resolution 03272019-03 - Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution, adding all funding sources and shared services as allowed under funder's guidelines. Fiscal Impact: An approximate amount of \$6,405,997.00 for fiscal year 2019-2020 which is subject to the availability of funding.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- Resolution 03272019-04 – Authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background section of this resolution. Fiscal Impact: An approximate amount of \$204,155,278.00 for fiscal year 2019-2020, which is subject to the availability of funding.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- Resolution 03272019-05 - Authorize the President and CEO to release a Request for Proposal (RFP) for playground equipment for new Early Head Start centers. Fiscal Impact: An approximate amount of \$632,540.27 for fiscal year 2018-2019, which is subject to the availability of funding.



- Motion to approve resolution by B. Eadie.
- Motion seconded by T. Axford.
- Motion unanimously passed.
  
- Resolution 03272019-06 - Authorize the President and CEO to negotiate and execute an amendment to Contract PSA 18-25 with Lehtinen Schultz, PLLC for Legal services. Fiscal Impact: The contract amount increases by \$20,000.00, for a total contract amount not to exceed \$145,000.00 for the fiscal year 2018-2019, which is subject to the availability of funding.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by T. Axford.
  - Motion unanimously passed.
  
- Resolution 03272019-07 - Authorize the President and CEO to negotiate and execute an amendment to Contract PSA18-18 with Miami Children’s Initiative, Inc. for outreach and training services. Fiscal Impact: The contract amount increases by \$4,846.44, for a total contract amount not to exceed \$29,846.44 for the fiscal year 2018-2019, which is subject to the availability of funding.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by B. Eadie.
  - Motion unanimously passed.

**V. Information Items** **Adrian Alfonso**

- A. Alfonso stated that the Early Head Start credit card report is in your packet for review.

**VI. Early Head Start Budget** **Adrian Alfonso**

- Motion to approve the EHS Budget by B. Eadie.
- Motion seconded by T. Axford
- Motion unanimously passed.

**VII. Public Comments** **Adrian Alfonso**

**VIII. Adjourn** **Adrian Alfonso**