



Minutes

Board of Directors Meeting
December 4, 2017; 8:00 a.m.
David Lawrence Jr. Community Meeting Room

Board Attendees: Adrian Alfonso; Theresa Axford (via conference call); Rick Beasley; Matthew Bruno; Heather Carruthers (via conference call); Loreen Chant; Bob Eadie; Alan Eckstein (via conference call); Shaleen Fagundo; Gilda Ferradaz; Philip Gassman (via conference call); James Haj (Rep.); Gladys Montes; Abilio Rodriguez; Gerald Schwartz; Alex Soto; Iris Strachan; Marisol Diaz; David Lawrence

Board Absentees: Maurice Kemp; Judy Schaechter

Staff Attendees: Evelio Torres (President/CEO); Angelo Parrino; Milton Silvera; Fred Hicks; Pamela Hollingsworth; Jose Hernandez; Sabrina Rodriguez; Diana Ragbeer; Tamara Garcia; Michelle Meilan; Lisney Badillo; Mercy Castiglione; Jackye Russell; Ileana Vallejo; Anabel Espinosa; Belkis Torres; Alex Sanchez

General Attendees: Bob de la Fuente (Board Counsel); Raquel Diaz (UF); Xiomara Salvador (Five Star Learning Center); Veronica Fernandez (UM); Susan Millan (CHN); Daniel Foerch (FIU); Vittoria DeCaria (Devereux); Eliana Esis (The Kids Academy); D. Ides (Tiny Town); Nilda Berraldez (Barton Memorial); Nicole Salvador (Five Star); Robert Mandestin (Early Learning Center); Annye Turcios (Haitian Youth); Jacqia Carter (The Carter Academy); Yordanka Mezawi (Great Expectations); Barbara Ortiz (Kidz City Learning); Isabel Perez (ABC Learning Center); Victor Angelo (HA Contractors); Jonaicy Miranda (Children's Paradise)

I. Welcome and Introductions

Adrian Alfonso

- A. Alfonso called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with seventeen (17) voting members.
- A. Alfonso stated that in the packet there was a copy of a recent article about the school readiness funding formula. Over the next 12 months the ELC will have to strongly advocate for: 1) not shifting dollars from one part of the state to another because no one has enough dollars to serve all the children in their area; 2) if a new formula is going to be developed, it should only be applied to new dollars and should take into account the harsh realities that each county faces with poverty rates, provider reimbursement rates, percentage of allocation spent on direct services, fraud prevention, and many other factors.
- A. Alfonso stated that in the packet was the 2018 Board of Directors Meeting schedule.
 - R. Beasley moved to approve the BOD schedule.
 - B. Eadie seconded the motion.
 - Motion was passed unanimously.
- A. Alfonso stated that provided for each board member was an Unplug & Connect box. The boxes are to encourage families to put away their phones and spend time interacting with their children. Staff have been distributing the boxes



at community events and having parents pledge to Unplug and Connect. The Unplug & Connect campaign recently passed the 1000 pledge milestone.

- A. Alfonso stated that in the packet are the applications for two new board members: We met Maurice Kemp at the October BOD meeting. Mr. Kemp is the Deputy Mayor for Miami-Dade County and will serve on the board as the Head Start Program representative. Iris Strachan serves as Chair for Early Childhood Education at Miami Dade College and who represents College President Dr. Eduardo Padron
 - L. Chant moved to approve the nominations.
 - R. Beasley seconded the motion.
 - Motion was passed unanimously.

- A. Alfonso stated that the Early Learning Performance Funding Project is a voluntary statewide initiative. After three successful years the project received funding for a fourth year. To be eligible providers must have at least 20 percent of their birth - 5 children receiving School Readiness subsidies. The project gives eligible early care & education providers an opportunity to earn additional compensation for improving school readiness program outcomes. A. Alfonso introduced the providers who qualified for a bonus by demonstrating improvement in their teacher child interactions using the Classroom Assessment Scoring System tool.
 - EARLY LEARNING CENTER INC. \$7,800.00
 - FIVE STAR LEARNING CENTER CORP \$11,700.00
 - GREAT EXPECTATIONS LEARNING CENTER \$11,700.00
 - KIDS U.S.A. \$3,900.00
 - KIDZ CITY LEARNING CENTER \$7,800.00
 - LITTLE WONDERS LEARNING ACADEMY PRESCHOOL \$22,096.00
 - ABC LEARNING CENTER \$15,600.00
 - THE CARTER ACADEMY INC. \$19,500.00
 - ARLEEN HOME DAYCARE INC \$3,900.00
 - BUILDING TOOLS LEARNING CENTER INC \$11,700.00
 - BURTON MEMORIAL CHILD DEVELOPMENT CENTER \$7,800.00
 - CHILDRENS PARADISE/JONAIKY MIRANDA #1 \$3,900.00
 - PETITE WORLD PRESCHOOL INC \$11,700.00
 - SILVIA'S SCHOOL / S&S EDUCATIONAL CENTER \$15,600.00
 - STEPS FOR LEARNING PRESCHOOL CENTER CORP \$14,948.00
 - THE KIDS ACADEMY PRESCHOOL. LLC \$19,500.00
 - TINY TOWN DEVELOPMENT CEN \$34,448.00
 - EDUCATION 1ST INC/CAROL CITY EARLY LEARNING CENTER \$15,600.00

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from October, 2017.
 - B. Eadie moved to approve the minutes.
 - R. Beasley seconded the motion.
 - Motion was passed unanimously.

III. Finance Committee Report

Bob Eadie

- Resolution 12042017-01 requests approval of the Evaluation Committee's recommendation to award contract for ITN#ELCMDM2017-07 (Office Supplies) to the selected vendors. Also, authorize the President and CEO to negotiate and



execute contracts with the selected vendors. Fiscal Impact: The contract is for an approximate amount of \$70,000.00 per fiscal year, which is subject to the availability of funding. Funding Source: All Funding Sources.

- Resolution 12042017-02 requests the approval of the Evaluation Committee's recommendation to award contract for ITN#ELCMDM2017-08 (IT Equipment) to the selected vendor. Also, 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 \$1,300,000.00 per fiscal year, which is subject to the availability of funding. Funding Source: All Funding Sources
- Resolution 12042017-03 requests the approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-09 (Professional Development & Resources for Positive Adult/Child Interactions) to the selected vendor. Also, 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 \$60,000.00 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 Office of Early Learning and The Children's Trust
- Resolution 12042017-04 requests the approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-10 (Payroll and Human Resources) to the selected vendor. Also, 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 \$120,000.00 per fiscal year, which is subject to the availability of funding. Funding Source: All Funding Sources
- Resolution 12042017-05 requests the approval of the Evaluation Committee's recommendation to award contract RFP#ELCMDM2017-11 (Cleaning/Janitorial Services) to the selected vendor. Also, 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 \$90,000.00 per fiscal year, which is subject to the availability of funding. Funding Source: All Funding Sources
- Resolution 12042017-06 requests the approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-12 (Early Head Start Medical Services) to the selected vendor. Also, 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 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
- Resolution 12042017-07 authorizes the President and CEO to request a Non-Federal Share Waiver from the U.S. Department of Health and Human Services for the Early Head Start Grant in the amount of \$1,910,406.00 for Program Year II (08/01/2016 - 07/31/2017). Fiscal Impact: An approximate amount of \$1,910,406.00 for fiscal year 2016-2017 Funding Source:
- Resolution 12042017-08 authorizes the President and CEO to request and use the carryover balance from the 04HP0007-02 program grant (year (2) two) to the 04HP0007-03 program grant (year (3) three). Fiscal Impact: The requested carryover balance in the amount of \$3,875,027.00 will increase from \$9,789,273.00 to a total not to exceed amount of \$13,664,300.00 for the 04HP007-03 program Grant. Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families
- Resolution 12042017-09 authorizes the President and CEO to release a Request for Proposal (RFP) for External Auditing Services. Fiscal Impact: The contract is for an approximate amount of \$75,000.00 for fiscal year 2018-2019, which is subject to the availability of funding. Funding Source: All Funding Sources
- Resolution 12042017-10 authorizes the President and CEO to negotiate, execute and receive funds for the Florida Child Care Executive Partnership (CCEP) Match Memorandum of Understanding (MOU). Fiscal Impact: A total amount of approximate amount of \$23,100.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: United Way of Monroe County.



- Motion to approve resolution as a block by G. Montes.
- Motion seconded by B. Eadie.
- Motion was unanimously passed.

- B. Eadie stated that the financial were reviewed and it seems to be business as usual.
- B. Eadie stated that the EHS credit card expenditure report was included in your packet for board review.

IV. Provider Services Committee Report

Rick Beasley

- R. Beasley stated that Committee met on October 6th and November 3rd and the following cases were reviewed:
 - Susana Paz Family Day Care Home the provider had a class 1 violation for background screening the records indicated that an individual found guilty of an offense found in Section 435.04, Florida Statutes was not able to be employed. After review the committee decided to terminate the provider for 5 years.
 - Room 2 Bloom – The Early Head Start Vice President provided a report that indicated that the provider was out of compliance with the following items:
 - Providing a healthy and safe environment for children
 - The use of federal funds for its intended purpose and paying in a timely matter obligations that impact operations.
 - Failure to cooperate and make available records for audit purpose.
 - Staff and child ratios were out of compliance during EHS monitoring inspections.After review the committee decided to terminate the providers Early Head Start contract.
 - Discovery Montessori Academy was suspected of charging a registration fee for VPK students. The provider stated that the registration fee being charged is per family not child. VPK providers are not permitted to charge a registration fee or require parents to agree to any additional services or wraparound services. After review the committee decided to place the provider on a Corrective Action Plan for the remainder of the contract and requested that they amend their policy and procedures to specifically say that no children in VPK are charged any fees/tuitions.

V. Program & Policy Committee Report/Health Services Advisory Committee

Gladys Montes

- G. Montes stated that the Self-Assessment plan was discussed and reviewed.
 - Motion to approve the self-assessment plan by H. Carruthers.
 - Motion seconded by L. Chant.
 - Motion was unanimously passed.
- G. Montes stated that the Recruitment plan was discussed and reviewed.
 - Motion to approve the recruitment plan by S. Fagundo.
 - Motion seconded by L. Chant.
 - Motion was unanimously passed.
- G. Montes stated that some changes were made to the ELC Finance and Contract policies due to changes made by the federal government.
 - Motion to approve the updated policies by G. Montes.
 - Motion seconded by L. Chant.
 - Motion was unanimously passed.



- G. Montes stated that the following items were discussed at the Health Services Advisory Committee, Early Head Start Health Requirements and ensuring the information is applicable to what is standard for infants and toddlers. The upcoming finalization with WIC and the services WIC and Early Head Start will be able to provide to each to better serve the families. Lastly, a Telehealth Research Proposal was reviewed. Infant and toddler health hot topics was briefly discussed so Early Head Start stays abreast of what is happening in the community and with the population they serve.

VI. Legislative Committee Report

Alex Soto

- A. Soto stated that the following items were discussed:
 - The article written by the Herald Tribune referencing the funding formula.
 - The legislative priorities were reviewed and the format will be redone along with some wordsmithing. Once complete they will be presented to the Board for approval.
 - A bill relating to early learning was reviewed and while it was not negative we still found some areas of concern
 - Setting appointments to meet with our legislators in the upcoming month as well as traveling to Tallahassee in February to further educate our legislators on the importance of Early Learning.

VII. Strategic Planning Retreat Wrap-up

Evelio Torres

- E. Torres reviewed the three topics discussed at the September retreat:
 - Brittany Birken's presentation was on the readiness gap, building accountability and tier reimbursement
 - Veronica Fernandez's presentation was on quality vs convenience when parents choose a child care center.
 - Michelle Watson's presentation was on how difficult it is for providers, based on the rates that are paid in Florida, provide quality education/environment.
- E. Torres stated as discussed in previous meetings the strategic plan will change to a five year plan having three strategic plan goals which are 1)Develop widely accepted state-wide bench marks of quality (e.g. Child assessments, accreditation, learning environment, etc.) 2)Change state policy to allow ELCs to contract only with childcare programs that meet state-wide quality bench marks 3)Establish the Performance Funding Program platform as the statewide quality, tiered reimbursement and pay for performance model.
 - Motion to approve the updated strategic plan by L. Chant.
 - Motion seconded by G. Ferradaz.
 - Motion was unanimously passed.

VIII. Presentation

a. Early Head Start Improvements

Henry Angelo

IX. CEO Report

Evelio Torres

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR12042017.pdf

I. Public Comments

Adrian Alfonso

II. Adjourn

Adrian Alfonso