



EXECUTIVE COMMITTEE MEETING AGENDA
January 25, 2018; 4:00 p.m.
Via conference call

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|------|---------------------------|----------------|
| I. | Welcome and Introductions | Adrian Alfonso |
| II. | Approval of Minutes | Adrian Alfonso |
| | A. 12/08/2017 | |
| III. | Resolution 012818-01 | Evelio Torres |
| IV. | Public Comments | Adrian Alfonso |
| V. | Adjourn | Adrian Alfonso |

Mission: To promote school readiness and pre-kindergarten 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.



Executive Committee Meeting
December 8, 2017; 9:00 am
ELC Board Room

Committee Attendees: Adrian Alfonso; Gilda Ferradaz; Bob Eadie

Absentee Members:

ELC Staff: Evelio Torres; Angelo Parrino; Sandra Gonzalez; Jackye Russell; Miguel Alfonso; Lisa Sanabria; Pamela Hollingsworth; Mercy Castiglione

I. Welcome & Introductions **Adrian Alfonso**

II. Approval of Minutes **Adrian Alfonso**

- Motion to approve minutes B. Eadie.
- Motion seconded by G. Ferradaz.
- Motion was unanimously passed.

III. Lease Agreement

- E. Torres stated that there are 10 months left on the current lease but we will not be staying at the current space due to cost. Headquarters will probably be looking at a smaller space by having employees working from home and moving to our service centers. The space that have been viewed so far do not have a large conference room. There will be approximately 90-100 employees in the new space.

IV. Public Comments **Adrian Alfonso**

V. Adjourn **Adrian Alfonso**



Early Learning Coalition Executive Committee Meeting

January 25, 2018

Resolution: 012518-01

Action Requested: Authorize the President and CEO to negotiate and execute a lease for the relocation of the Early Learning Coalition of Miami-Dade/Monroe Headquarters, in accordance with the background section of this resolution.

Fiscal Impact: An approximate amount of \$367,326.00 per fiscal year, which is subject to the availability of funding.

Funding Source: POOL

Strategic Goal:

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

Resolution: 012518-01

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A LEASE FOR THE RELOCATION OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE HEADQUARTERS, IN ACCORDANCE WITH THE BACKGROUND SECTION OF THIS RESOLUTION.

WHEREAS, the Board Executive Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Executive Committee is in agreement with the goals described therein;

WHEREAS, the Board Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Board Executive Committee shall authorize the President and CEO to negotiate and execute a lease for the relocation of the Early Learning Coalition of Miami-Dade/Monroe Headquarters, in accordance with the background section of this resolution.

The foregoing resolution and attachment were offered by _____, who moved its approval. The motion was seconded by _____, and upon being put to a vote, the vote was as follows:
_____.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 7th day of December 2017.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: _____
Executive Committee Secretary

Background:

The Early Learning Coalition of Miami-Dade/Monroe Headquarters currently hosts space for an approximate number of 100 employees and 100 visitors per month. The following table describes the current lease, which is scheduled to expire October 31, 2018:

Location Address	Lease Term	Square Footage	Base Rental Rate
2555 Ponce de Leon Blvd., Suite 500, Coral Gables, Florida 33134	5 years and 4 months	15,832 sq. ft.	\$28.27 sq. ft. current full service

On August 7, 2017, an initial survey was prepared with nine (9) quality alternative locations that potentially met the timing and square footage requirements of the Early Learning Coalition. On August 24, 2017, five (5) of the recommended locations were deemed most suitable. All five (5) locations were visited and assessed, however, two (2) of the locations were eliminated due to one location being leased to another tenant and the other not being conducive for operations, as the square footage readily available was not adequate. Accordingly, there were three (3) lease options:

Location Address	Lease Terms	Square Footage	Base Rental Rate
2555 Ponce de Leon Blvd., Suite 201, Coral Gables, Florida 33134	Term up to ten (10) years	Approx. 8,022 sq. ft.	\$34.82 sq. ft. full service
806 South Douglas Road, Suite 300, Coral Gables, Florida 33134	Term of seven (7) years and four (4) months	Approx. 8,487 sq. ft.	\$36.00 sq. ft. full service
75 Valencia, Suite 800, Coral Gables, Florida 33134	Term up to ten (10) years	Approx. 11,700 sq. ft.	\$33.00 sq. ft. full service

The new-leased premises will serve as the Early Learning Coalition of Miami-Dade/Monroe Headquarters. Due to successful implementation of the work-from-home program for some employees and relocating some employees to other leased locations, the amount of square footage necessary is less than currently utilized.

In order to relocate and accommodate additional staff, we are including in this proposal the expansion of the square footage in our Central Office in the United Way of Miami-Dade building under the below option:

2250 Southwest 3 rd Ave., Suite 200, Miami, FL 33129 United Way	Term of ten (10) years	Approx. 4,000 sq. ft.	\$22.00 sq. ft. full service
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Therefore, from the options listed above, after careful consideration by the Executive Leadership Team, the recommendation is to relocate Headquarters to Suite 201 at 2255 Ponce de Leon Blvd. and extend the square footage at 2250 Southwest 3rd Ave., in the United Way building.

This resolution is requesting authorization for the President and CEO to negotiate and execute these two lease options. The total amount of the lease is approximately **\$367,326.00** per fiscal year, for a term of ten years.