



Finance Committee Meeting
November 29, 2017; 10:00 AM
Early Learning Coalition Board Room

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

Absent Committee: Gilda Ferradaz

Staff Attendees: Angelo Parrino; Sandra Gonzalez; Juan Castillo; Belkis Torres; Jackye Russell; Milton Silveria

I. Welcome and Introductions **Bob Eadie**

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

II. Approval of Minutes **Bob Eadie**

- Motion to approve minutes by A. Alfonso.
- Motion seconded by P. Gassman.
- Motion was unanimously passed.

III. Financial Statements **Bob Eadie**

- M. Castiglione reviewed the finance statements and stated that it was business as usual.

IV. Resolutions **Bob Eadie**

- Resolution 11292017-01 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.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.



- Resolution 11292017-02 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.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.

- Resolution 11292017-03 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.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.

- Resolution 11292017-04 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.
 - Motion to approve resolution by P. Gassman.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

- Resolution 11292017-05 Approval of the Evaluation Committee’s recommendation to award contract for 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.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by A. Alfonso
 - Motion was unanimously passed.

- Resolution 11292017-06 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.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by A. Alfonso
 - Motion was unanimously passed.

- Resolution 11292017-07 Authorize 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).



- Motion to approve resolution by A. Alfonso.
 - Motion seconded by T. Axford
 - Motion was unanimously passed.
- Resolution 11292017-08 Authorize 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).
 - Motion to approve resolution by T. Axford.
 - Motion seconded by A. Alfonso
 - Motion was unanimously passed.
- Resolution 11292017-09 Authorize the President and CEO to release a Request for Proposal (RFP) for External Auditing Services.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.
- Resolution 11292017-11 Authorize the President and CEO to negotiate, execute and receive funds for the Florida Child Care Executive Partnership (CCEP) Match Memorandum of Understanding (MOU).
 - Motion to approve resolution by P. Gassman.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

V. Informational Items

Bob Eadie

- A. Parrino stated that the wait list for Monroe county remains at 0. There is a wait list for Miami-Dade county invitation will be sent to those families.
- E. Torres stated that an article was released in reference to the funding formula. The article was a bit concerning because it seemed to attack Miami Dade, claiming Miami-Dade receives too much money for School Readiness. E. Torres stated that to develop a funding formula you must take into account children being served and wait list.
- E. Torres stated that the lease proposal from the current landlord is still too costly. E. Torres stated that one of the alternatives would be to lease less square footage, split main office into a smaller administrative office and have some staff working from home.

VI. Public Comments

Bob Eadie

VII. Adjourn

Bob Eadie