



**ELC Finance Committee Meeting**  
**April 28, 2022; 10:00 am**  
**Meeting ID: 987 5467 9516**  
**Passcode: ELC042822**

- |  |                     |
|--|---------------------|
| <b>I. Welcome &amp; Introductions</b>  | <b>Loreen Chant</b> |
| <b>II. Approval of Minutes</b>   | <b>Loreen Chant</b> |
| • Motion to approve minutes for March 31, 2022   |                     |
| <b>III. Financial Statements</b>   | <b>Loreen Chant</b> |
| A. School Readiness/VPK  |                     |
| B. Early Head Start  |                     |
| <b>IV. Resolutions</b>   | <b>Loreen Chant</b> |
| • <b>04282022-01</b> Initial Budget FY22-23<br>Action Requested: Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2022-2023.  |                     |
| • <b>04282022-02</b> CLASS Assessments RFP<br>Authorize the President and CEO to release a Request for Proposal (RFP) to select qualified proposers to facilitate and provide assessment services using the Classroom Assessment Scoring System® (CLASS) for Miami-Dade and Monroe Counties. |                     |
| • <b>04282022-03</b> Cost of Living Adjustment<br>Authorize the President and CEO to submit a supplemental application and receive the Early Head Start funds for the Cost-of-Living Adjustment and Quality Improvement for 2022-2023 program year.  |                     |
| • <b>04282022-04-</b> Teaching Pyramid Infant-Toddler Observation Scale<br>Authorize the President and CEO to release a Request for Proposal (RFP) to select qualified proposers to conduct assessments using the Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™).               |                     |

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.



**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**



# MINUTES

## **ELC Finance Committee Meeting**

**March 31 2022; 10:00 a.m.**

**Meeting ID: 981 0017 3132**

**Passcode: ELC032922**

**Committee Attendees:** Loreen Chant; Matthew Bruno; Daniel Armstrong; Alex Soto; Chuck Mohr

**Committee Absentees:** NA

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

**General Attendees:** Bob De la Fuente

### **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 five (5) voting members

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

**Loreen Chant**

- Motion to approve minutes for February 24, 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 Financial Statements were reviewed by Mercy Castiglione.
- B. Early Head Start Financial Statements were reviewed by Mercy Castiglione.

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

- **03312022-01** RFP Developmental Screening (Award) – Approval of the Evaluation Committee’s award recommendation for RFP#ELCMDM2022-02 (Developmental Screening Follow-Up and Individualized Support Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve by M. Bruno
  - Motion seconded by C. Mohr
  - Motion unanimously passed.
  
- **03302022-02** RFP General Contracting Services (Award) – Approval of the Evaluation Committee’s award recommendation for RFP#ELCMDM2022-03 (General Contracting Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve by M. Bruno
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- **03312022-03** RFP Phone Service, Maintenance, & Support (Award) – Approval of the Evaluation committee’s award recommendation for RFP#ELCMDM2022-04 (Phone Service, Maintenance, and Support) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve by A. Soto
  - Motion seconded by M. Bruno
  - Motion unanimously passed.
  
- **03312022-04** RFP Office Automation Platform (Award) – Approval of the Evaluation Committee’s award recommendation for RFP#ELCMDM2022-05 (Office Automation Platform) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve by M. Bruno
  - Motion seconded by A. Soto
  - Motion unanimously passed.
  
- **03312022-05** RFP Early Head Start Playgrounds (Award) – Approval of the Evaluation Committee’s award recommendation for RFP#ELCMDM2022-06 (Early Head Start Playgrounds) and authorize the President and CEO to negotiate and execute a contract with each selected vendor.
  - L. Chant – Motion to approve by M. Bruno
  - Motion seconded by A. Soto
  - Motion unanimously passed.



- **03312022-06** EHS Rate Increase for Infants and Special Needs – Authorize the President and CEO to implement the Early Head Start program’s increase in daily rate paid to partners for infants and children with special needs.
  - L. Chant – Motion to approve by A. Soto
  - Motion seconded by M. Bruno
  - Motion unanimously passed.
  
- **03312022-07** EHS Grant Budget FY 2022-2023 – Approve the Early Head Start budget and authorize the President and CEO to submit the Early Head Start budget as part of the 2022-2023 grant application.
  - L. Chant – Motion to approve by C. Mohr
  - Motion seconded by M. Bruno
  - Motion unanimously passed.
  
- **03312022-08** CLASS Assessment – Authorize the President and CEO to negotiate and execute a contract with Teachstone to facilitate and provide Assessment Services using the Classroom Assessment Scoring System® (CLASS) for Miami-Dade and Monroe Counties.
  - L. Chant – Motion to approve by C. Mohr
  - Motion seconded by A. Soto
  - Motion unanimously passed.

**V. Informational Items**

**Loreen Chant**

**A. Slot Utilization**

**Sandra Gonzalez**

- Miami Dade County Slot Utilization was reviewed by Sandra Gonzalez.
- Monroe County Slot Utilization was reviewed by Sandra Gonzalez.

**B. Cybersecurity Update**

**Dr. Fred Hicks**

Dr. Hicks reported on Cyber Security trainings and requirements regarding PIN test and quotes.

**VI. Public Comments**

**Loreen Chant**

**VII. Meeting Adjourn**

**Matthew Bruno**

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 3/31/2022</b>
<b>Assets</b>	
Cash & Cash Equivalents	22,378
Grants Receivable	15,657
VPK Prepayment	5,865
Property and Equipment, Net	452
Other Assets	70
Total Assets	<b>\$ 44,423</b>
<b>Liabilities</b>	
Accounts Payable	12,433
Advances Due to OEL & Other	22,901
VPK Prepayment	2,933
Accrued Expenses & Other Liabilities	4,089
Total Liabilities	<b>42,357</b>
<b>Net Assets</b>	
Unrestricted	1,618
Temporarily Restricted	448
Total Net Assets	<b>2,066</b>
Total Liabilities and Net Assets	<b>\$ 44,423</b>

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

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>3/31/2022</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 173,425	\$ 173,425
Contributions and Other	0	830	830
Net Assets Released from Restrictions	<u>174,260</u>	<u>(174,260)</u>	<u>0</u>
Total Support and Revenues	174,260	(4)	174,255
<b>Expenses</b>			
Early Education Services	169,434		169,434
Administration	<u>4,826</u>		<u>4,826</u>
Total Expenses	<u>174,260</u>	<u>0</u>	<u>174,260</u>
<b>Change in Net Assets</b>	0	(4)	(4)
<b>Beginning Net Assets</b>	1,618	452	2,070
<b>Ending Net Assets</b>	\$ <u><u>1,618</u></u>	\$ <u><u>448</u></u>	\$ <u><u>2,066</u></u>

**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 3/31/2022</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	10,502	3,079	13,580
Direct Child Care Services	119,183	0	119,183
Contracted Services-Subrecipients	561	9	571
Dues & Subscriptions	5	67	72
Occupancy Costs	978	134	1,112
Telephone & Communications	117	242	359
Equipment Repair & Maintenance	1	0	1
Postage & Freight	2	20	23
Printing	46	2	49
Professional Fees	168	702	870
Travel & Transportation Expenses	23	27	50
Program Supplies	759	48	807
Meetings & Conferences	6	2	8
Insurance-General & Liability	221	24	245
Office	47	450	496
Other Administrative Costs	36,816	18	36,834
<b>Total Expenses</b>	<b>\$ 169,434</b>	<b>4,826</b>	<b>174,260</b>



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

	<b>Preliminary YTD 3/31/2022</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	(4)
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	9,029
Other Assets	29
VPK Prepayment	(5,865)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(16,326)
Other Accrued Expenses & Other Payables	(3,531)
Advances Due to DEL	24,424
Advances Due to Other Grantors	644
Deferred Revenues	0
<b>Total Adjustments</b>	<b>8,404</b>
<b>Net Cash Flows From Operating Activities</b>	<b>8,399</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	8,399
Cash - Beginning of Period	13,979
<b>Cash Balance End of Period</b>	<b>\$ 22,378</b>



## BUDGET VARIANCE

March  
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	310,667	12,798	123,906	60.12%	25.00%
<b>EXPENDITURES</b>					
Salary and Fringe	23,130	1,638	10,377	55.14%	
Child Care Services	114,248	9,914	74,884	34.45%	
Contractual Services	4,960	110	1,064	78.55%	
Occupancy	1,585	183	1,400	11.65%	
Travel/Conf/Dev	338	3	59	82.60%	
Program Activity	165,754	1,104	36,273	78.12%	
IT	326	7	194	40.54%	
Other	326	-161	-345	205.64%	
<b>TOTAL EXP</b>	<b>310,667</b>	<b>12,798</b>	<b>123,906</b>	<b>60.12%</b>	<b>25.00%</b>

### VPK

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	56,169	4,707	34,690	38.24%	25.00%
<b>EXPENDITURES</b>					
Salary and Fringe	1,437	83	639	55.56%	
Child Care Services	53,619	4,612	33,799	36.96%	
Contractual Services	71	3	90	-26.47%	
Occupancy	124	7	79	35.82%	
Travel/Conf/Dev	13	5	61.06%		
Program Activity	768	13	98.25%		
IT	64	20	67.99%		
Other	73	1	44	39.87%	
<b>TOTAL EXP</b>	<b>56,169</b>	<b>4,707</b>	<b>34,690</b>	<b>38.24%</b>	<b>25.00%</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	796	7,942	33.46%	25.00%
<b>EXPENDITURES</b>					
Salary and Fringe	3,385	319	2,043	39.64%	
Child Care Services	6,170	402	3,945	36.05%	
Contractual Services	409	26	219	46.54%	
Occupancy	167	33	261	-56.39%	
Travel/Conf/Dev	90	1	104	-16.29%	
Program Activity	384	3	241	37.44%	
IT	6	243	-4303.83%		
Other	1,326	13	885	33.21%	
<b>TOTAL EXP</b>	<b>11,936</b>	<b>796</b>	<b>7,942</b>	<b>33.46%</b>	<b>25.00%</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	1,146	7,627	31.16%	
Other	63	5	91	-43.91%	
Teen Parent	45	1	97.78%		
	<b>11,188</b>	<b>1,151</b>	<b>7,719</b>	<b>31.01%</b>	<b>25.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	511	47	378	26.05%	
Child Care Services	10,521	1,090	7,207	31.49%	
Contractual Services	5	5	68	-1255.94%	
Occupancy	95	4	42	55.67%	
Travel/Conf/Dev	1	1	1		
Program Activity	50	4	10	79.73%	
IT	5	6	-20.37%		
Other	1	1	10	-930.50%	
<b>TOTAL EXP</b>	<b>11,188</b>	<b>1,151</b>	<b>7,723</b>	<b>30.97%</b>	<b>25.00%</b>
<b>NET</b>			-4		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	366,836	17,505	158,596	56.77%	
Office of Head Start	11,936	796	7,942	33.46%	
The Children's Trust	11,080	1,146	7,627	31.16%	
Other	63	5	91	-43.91%	
Teen Parent	45	1	97.78%		
<b>TOTAL REVENUE</b>	<b>389,960</b>	<b>19,452</b>	<b>174,256</b>	<b>55.31%</b>	<b>25.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	28,464	2,087	13,437	52.79%	
Child Care Services	184,557	16,018	119,837	35.07%	
Contractual Services	5,445	143	1,440	73.55%	
Occupancy	1,971	226	1,783	9.52%	
Travel/Conf/Dev	440	4	169	61.50%	
Program Activity	166,957	1,111	36,537	78.12%	
IT	401	7	464	-15.70%	
Other	1,726	-146	595	65.54%	
<b>TOTAL EXP</b>	<b>389,960</b>	<b>19,452</b>	<b>174,261</b>	<b>55.31%</b>	<b>25.00%</b>
<b>NET</b>			-4		



**Early Learning Coalition Finance Committee Meeting**

**April 28, 2022**

**Resolution: 04282022-01**

**Action Requested: Approval of the Initial Budget and the allocation and expenditure of funds for fiscal year 2022-2023.**

**Fiscal Impact: An approximate amount of \$212,525,156 for fiscal year 2022-2023, which is subject to the availability of funding.**

**Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, Monroe County Public Schools, The Children's Trust, University of Florida Lastinger Center.**

**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 checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> ELC Operations

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**RESOLUTION: 04282022-01**

**APPROVAL OF THE INITIAL BUDGET AND THE ALLOCATION AND EXPENDITURE OF FUNDS 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 Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next meeting of the Executive Committee meeting.

**Background:**

The Early Learning Coalition’s fiscal year begins July 1, 2022. The Final Notice of Award will not be issued by the Division of Early Learning (“DEL”) until the end of June and current year grant closeouts will not be finalized until July 2022. Once the Final Notice of Award is received, we will be presenting the First Amendment to the Budget for the fiscal year 2022-2023.

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>	134,451,468	<b>REVENUE:</b>	55,772,775	<b>REVENUE:</b>	10,812,913	<b>REVENUE:</b>	11,380,000			State of Florida	190,224,243
			190,224,243							Office of Head Start	10,812,913
										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>	212,525,156
<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>		<b>EXPENDITURES</b>	
Salary and Fringe	14,954,980	Salary and Fringe	1,437,360	Salary and Fringe	3,385,084	Salary and Fringe	500,000	Salary and Fringe	11,175	Salary and Fringe	20,288,599
Child Care Services	110,500,935	Child Care Services	53,683,248	Child Care Services	6,042,182	Child Care Services	10,780,000	Child Care Services	40,500	Child Care Services	181,046,865
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	4,216,156	Program Activity	308,096	Program Activity	384,497	Program Activity		Program Activity	51,325	Program Activity	4,960,074
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>	134,451,468	<b>TOTAL EXP</b>	55,772,775	<b>TOTAL EXP</b>	10,812,913	<b>TOTAL EXP</b>	11,380,000	<b>TOTAL EXP</b>	108,000	<b>TOTAL EXP</b>	212,525,156

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: 2021-22</b>	137,206,181	<b>REVENUE:</b>	56,036,600	<b>REVENUE:</b>	10,685,386	<b>REVENUE:</b>	9,880,000	<b>REVENUE:</b>	187,852
<b>Difference:</b>	-2,754,713	<b>Difference:</b>	-263,825	<b>Difference:</b>	127,527	<b>Difference:</b>	1,500,000	<b>Difference:</b>	-79,852
								<b>Difference YOY</b>	-1,470,863



**Early Learning Coalition Finance Committee Meeting**

**April 28, 2022**

**Resolution: 04282022-02**

**Action Requested:** Authorize the President and CEO to release a Request for Proposal (RFP) to select qualified proposers 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 \$939,750.00 per fiscal year, which is subject to the availability of funding.

**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:**

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

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**RESOLUTION: 04282022-02**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) TO SELECT QUALIFIED PROPOSERS 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 Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

**Background:**

The State Legislature enacted House Bill 1091 in November 2018, 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 services. The Division of Early Learning, 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 Early Learning Coalition of Miami-Dade/Monroe is requesting services from individuals in the community who have the relevant knowledge and experience around the Classroom Assessment Scoring System® to support this initiative. Eligible vendors must be reliable in at least two of the three tools (e.g. CLASS Infant, CLASS Toddler, and CLASS Preschool) and must maintain reliability while providing the above-referenced services.

<b>Total Contracted Amount FY 21-22</b>	<b>Proposed Contract Amount FY 22-23</b>
\$538,030.00	\$939,750.00



**Early Learning Coalition Finance Committee Meeting**

**April 28, 2022**

**Resolution: 04282022-03**

**Action Requested:** Authorize the President and CEO to submit a supplemental application and receive the Early Head Start funds for the Cost-of-Living Adjustment and Quality Improvement for 2022-2023 program year.

**Fiscal Impact:** An approximate amount of \$300,871 for the 2022-2023 program year.

**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 type="checkbox"/> ELC Operations

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**RESOLUTION: 04282022-03**

**AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT A SUPPLEMENTAL APPLICATION AND RECEIVE THE EARLY HEAD START FUNDS FOR THE COST-OF-LIVING ADJUSTMENT AND QUALITY IMPROVEMENT FOR 2022-2023 PROGRAM YEAR.**

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 Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

**Background:**

On March 15, 2022, President Biden signed the Consolidated Appropriations Act of 2022, into law. The funding level for programs under the Head Start Act is \$11,036,820,000, an increase of \$289 million over the fiscal year 2021. This increase includes \$234 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients a 2.28% cost-of-living adjustment and \$52 million for quality improvement.

On April 14, 2022, the U.S. Department of Health released a communication (ACF-PI-HS-22-02) earmarking the funds for Cost-of-Living Adjustment and Quality Improvement, both of which would be a permanent increase in the program's budget. Programs would receive a 2.28% increase, or \$241,236.00, for Cost of Living Adjustment and \$59,635 for Quality Improvement.

The Cost of Living Adjustment will offset higher operating costs. Quality Improvement funds will be applied to contractual services to enhance program quality.



**Sub-section A: Budget**

Applicant Name: Early Learning Coalition of Miami-Dade/Monroe

Award Number: 04HP000226

**Budget Information - Non Construction Programs**

<b>Section A - Budget Summary</b>						
Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1 Early Head Start: Program Operations	93.6			\$ 300,871	\$ 75,218	\$ 376,089
2 Early Head Start: TTA	93.6				\$ -	\$ -
3						\$ -
4						\$ -
5 Totals		\$ -	\$ -	\$ 300,871	\$ 75,218	\$ 376,089

**SF-424A**

Prescribed by OMB Circular A-102

<b>Section B - Budget Categories</b>					
6 Object Class Categories	Grant Program, Function or Activity				Total (5)
	-1 Early Head Start: Program Operations	-2 Early Head Start: TTA	-3	-4	
a. Personnel	\$ 59,224	\$ -			\$ 59,224
b. Fringe Benefits	\$ 20,227	\$ -			\$ 20,227
c. Travel	\$ -	\$ -			\$ -
d. Equipment	\$ -	\$ -			\$ -
e. Supplies	\$ -	\$ -			\$ -
f. Contractual	\$ 221,420	\$ -			\$ 221,420
g. Construction					\$ -
h. Other	\$ -	\$ -			\$ -
i. Total Direct Charges (sum of 6a-6h)	\$ 300,871	\$ -	\$ -	\$ -	\$ 300,871
j. Indirect Charges	\$ -				\$ -
k. Totals (sum of 6i-6j)	\$ 300,871	\$ -	\$ -	\$ -	\$ 300,871
7 Program Income					\$0

**Section II: Budget and Budget Justification Narrative**

<b>Section C - Non-Federal Resources</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8 Early Head Start: Program Operations	\$ 75,218			\$ 75,218	
9 Early Head Start: TTA	\$ -			\$ -	
10				\$ -	
11				\$ -	
12 Total (sum of lines 8 - 11)	\$ 75,218	\$ -	\$ -	\$ 75,218	

<b>Section D - Forecasted Cash Needs</b>						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter	
13 Federal	\$ 300,871	\$75,218	\$75,218	\$75,217	\$75,219	
14 Non-Federal	\$ 75,218	\$18,804	\$18,804	\$18,805	\$18,804	
15 Total (sum of lines 13 and 14)	\$376,089	\$94,022	\$94,022	\$94,022	\$94,023	

<b>Section E - Budget Estimates of Federal Funds Needed for Balance</b>					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16					
17					
18					
19					
20 Total (sum of lines 16-19)	\$0	\$0	\$0	\$0	

<b>Section F - Other Budget Information</b>	
21. Direct Charges	22. Indirect Charges

23. Remarks

**SF-424A**

Prescribed by OMB Circular A-



**Early Learning Coalition Finance Committee Meeting**

**April 28, 2022**

**Resolution: 04282022-04**

**Action Requested:** Authorize the President and CEO to release a Request for Proposal (RFP) to select qualified proposers to conduct assessments using the Teaching Pyramid Infant-Toddler Observation Scale (TPITOS™).

**Fiscal Impact:** An approximate amount of \$49,500 per program year, which is subject to the availability of funding.

**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 type="checkbox"/> Funding
<input checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> ELC Operations

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**RESOLUTION: 04282022-04**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) TO SELECT QUALIFIED PROPOSERS TO CONDUCT ASSESSMENTS USING THE TEACHING PYRAMID INFANT-TODDLER OBSERVATION SCALE (TPITOS™).**

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 Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

**Background:**

The Early Head Start – Child Care Partnership has implemented practices from the Pyramid Model practices to support development of responsive, nurturing relationships and promote children’s strong social-emotional development. The Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™) ensures effective implementation of the Pyramid Model. It focuses on teacher practices and classroom environment variables. The Teaching Pyramid Infant–Toddler Observation Scale measures how well program staff is fostering responsive, nurturing relationships with children and promoting strong social-emotional development.

The program intends to enter into a 12-month contract, renewable for up to three years, with a contract amount of \$49,500 per year for approximately 110 classrooms. The total amount for all three years would be \$148,500. The program did not conduct any Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™) classroom assessments for 2021-2022 program year.

# Early Learning Coalition of Miami-Dade/Monroe

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

03/1/2021 comparison to 03/1/2022

Mar-2021	Mar-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
18,806	19,467
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 2,237	<i>Infant</i> 2,419
<i>Toddler</i> 2,504	<i>Toddler</i> 2,855
<i>Three Year Old</i> 2,982	<i>Three Year Old</i> 3,259
<i>Pre-School</i> 4,747	<i>Pre-School</i> 4,777
<i>School Age</i> 6,336	<i>School Age</i> 6,157
<b>Total</b> 18,806	<b>Total</b> 19,467
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 19,331	<i>Beginning Census</i> 18,691
<i>Net Increase/Decrease</i> (525)	<i>Net Increase/Decrease</i> 776
<b>Total</b> 18,806	<b>Total</b> 19,467
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
<b>\$8,035,000</b>	<b>\$9,875,000</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> 21	<i>Ages 0-5</i> 96
<i>School Ages 6-13</i> 13	<i>School Ages 6-13</i> 26
<b>Total</b> 34	<b>Total</b> 122
<b>Acronym</b> School Readiness (SR)	

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot – Monroe

03/1/2021 omparison to 03/1/2022

Mar-2021	Mar-2022
<b># of Sch. Readiness Children Served (Enrolled)</b>	<b># of Sch. Readiness Children Served (Enrolled)</b>
<b>318</b>	<b>303</b>
<b><u>Ages for SR Children Enrolled</u></b>	<b><u>Ages for SR Children Enrolled</u></b>
<i>Infant</i> 45	<i>Infant</i> 38
<i>Toddler</i> 61	<i>Toddler</i> 43
<i>Three Year Old</i> 70	<i>Three Year Old</i> 74
<i>Pre-School</i> 87	<i>Pre-School</i> 87
<i>School Age</i> 55	<i>School Age</i> 61
<b>Total</b> 318	<b>Total</b> 303
<b><u>Enrollment Activity</u></b>	<b><u>Enrollment Activity</u></b>
<i>Beginning Census</i> 335	<i>Beginning Census</i> 299
<i>Net Increase/Decrease</i> (17)	<i>Net Increase/Decrease</i> 4
<b>Total</b> 318	<b>Total</b> 303
<b><u>SR Payments</u></b>	<b><u>SR Payments</u></b>
<b>\$143,000</b>	<b>\$171,000</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> 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)

## **Multi-Factor Authentication and Annual Pen-Test**

- 1. Annual Pen-Test will occur before May 30, 2022***
- 2. Multi-factor authentication rollout is in Phase II with 24 team members***

