



**FINANCE COMMITTEE MEETING**  
**January 29, 2020, 10:00 am**  
**ELC Board Room**  
**415-655-0003 meeting # 731 358 366**

- I. Welcome & Introductions Bob Eadie
  
- II. Approval of Minutes Bob Eadie
  - A. Motion to approve minutes for November 2019
  
- III. Financial Statements Bob Eadie
  - A. School Readiness/VPK
  - B. Early Head Start
  
- IV. Resolutions Bob Eadie
  - A. Resolution 01292020-01 - Authorize the President and CEO to negotiate and execute an amendment to Contract C18-17 with Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.
  - B. Resolution 01292020-02 - Authorize the President and CEO to apply to the Single Source procurement from The Children's Trust, once the proposal is approved, authorize the President and CEO to negotiate the contract, execute and receive the funds. Fiscal Impact: The approximate amount of \$5,000,000.00 for fiscal year 2020-2021, which is subject to the availability of funding.
  
- V. Information Items Bob Eadie
  - A. Update on EFS Modernization
  - B. Update on Cybersecurity Committee
  - C. Funding Formula
  - D. EHS Credit Card Report (There were no EHS credit card charges for the month of December)
  
- VI. Public Comments Bob Eadie
  
- VII. Meeting Adjourn Bob Eadie

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.



Finance Committee Meeting  
November 25, 2019; 2:00 PM  
Early Learning Coalition Board Room

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

**Absent Committee:**

**Staff Attendees:** Evelio Torres; Alex Sanchez; Lissandra Curbelo; Sandra Gonzalez; Angelo Parrino; Miguel Alfonso; Josh Garcia; Anabel Espinosa (via conference call); Fred Hicks (via conference call); Belkis Torres (via conference call)

**I. Welcome and Introductions** **Bob Eadie**

- B. Eadie called the meeting to order and welcomed everyone. Quorum was established.

**II. Approval of Minutes** **Bob Eadie**

- Motion to approve minutes by A. Soto.
- Motion seconded by G. Ferradaz.
- Motion unanimously passed.

**III. Financial Statements** **Bob Eadie**

- A. Sanchez reviewed financial statements and stated that the reconciling is in process and we are closing the gap of monies owed according to the OEL reports.

**IV. Resolutions** **Bob Eadie**

- Resolution 11252019-01 Approve the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2019-05 (Developmental Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Soto.
  - Motion unanimously passed.



- Resolution 11272019-02 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-06 (Phone Service Support and Maintenance), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by G. Ferradaz.
  - Motion unanimously passed.
  
- Resolution 11272019-03 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-07 (General Contracting Services), and authorize the President and CEO to negotiate and execute a contract with selected vendor.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Soto.
  - Motion unanimously passed.
  
- Resolution 11272019-04 – Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by G. Ferradaz.
  - Motion unanimously passed.
  
- Resolution 11272019-05 – Authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by G. Ferradaz.
  - Motion unanimously passed.
  
- Resolution 11272019-06 – Authorize the President and CEO to release a Request for Proposal (RFP) for Provider Portal Housing and Dashboard Services for Miami-Dade and Monroe Counties.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Soto.
  - Motion unanimously passed.
  
- Resolution 11272019-07 – Authorize the President and CEO to release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Soto.
  - Motion unanimously passed.



- Resolution 10302019-01 – 11272019-08 – Authorize the President and CEO to release an Invitation to Negotiate (ITN) for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendors.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Soto.
  - Motion unanimously passed.

**V. Information Items** **Bob Eadie**

- B. Eadie stated that the EHS credit card report is in your packet for review.

**VI. Public Comment** **Bob Eadie**

**VII. Adjourn** **bob Eadie**

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 12/31/2019</b>
<b>Assets</b>	
Cash & Cash Equivalents	5,817
Grants Receivable	31,130
VPK Prepayment	11,212
Property and Equipment, Net	357
Other Assets	311
 Total Assets	 <b>\$ 48,827</b>
<b>Liabilities</b>	
Accounts Payable	18,375
Advances Due to OEL & Other	13,021
VPK Prepayment	10,656
Accrued Expenses & Other Liabilities	5,299
 Total Liabilities	 <b>47,351</b>
<b>Net Assets</b>	
Unrestricted	577
Temporarily Restricted	898
Total Net Assets	<b>1,476</b>
 Total Liabilities and Net Assets	 <b>\$ 48,827</b>

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

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>12/31/2019</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 80,179	\$ 80,179
Contributions and Other	0	(5)	(5)
Net Assets Released from Restrictions	<u>79,816</u>	<u>(79,816)</u>	<u>0</u>
 Total Support and Revenues	 79,816	 359	 80,174
<b>Expenses</b>			
Early Education Services	76,375		76,375
Administration	<u>3,440</u>		<u>3,440</u>
 Total Expenses	 <u>79,816</u>	 <u>0</u>	 <u>79,816</u>
 <b>Change in Net Assets</b>	 0	 359	 359
 <b>Beginning Net Assets</b>	 577	 540	 1,117
 <b>Ending Net Assets</b>	 <u><u>\$ 577</u></u>	 <u><u>\$ 899</u></u>	 <u><u>\$ 1,476</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 12/31/2019</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	7,382	2,255	9,637
Direct Child Care Services	67,125	0	67,125
Contracted Services-Subrecipients	369	0	369
Dues & Subscriptions	5	2	7
Occupancy Costs	652	150	802
Telephone & Communications	108	155	263
Equipment Repair & Maintenance	2	3	5
Postage & Freight	2	18	20
Printing	28	4	32
Professional Fees	92	435	527
Travel & Transportation Expenses	69	33	102
Program Supplies	296	15	311
Meetings & Conferences	20	7	27
Insurance-General & Liability	89	7	96
Office	0	346	346
Other Administrative Costs	138	11	148
<b>Total Expenses</b>	<b>\$ 76,375</b>	<b>3,440</b>	<b>79,816</b>

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

	<b>Preliminary YTD 12/31/2019</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	359
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(25,411)
Other Assets	(93)
VPK Prepayment	(11,212)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	959
Other Accrued Expenses & Other Payables	4,364
Advances Due to OEL	22,752
Advances Due to Other Grantors	600
Deferred Revenues	0
<b>Total Adjustments</b>	<b>(8,041)</b>
<b>Net Cash Flows From Operating Activities</b>	<b>(7,683)</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	(7,683)
Cash - Beginning of Period	13,499
<b>Cash Balance End of Period</b>	<b>\$ 5,817</b>





**BUDGET VARIANCE**  
**December**  
**2019**  
*In 000'S*

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	138,159	8,416	50,726	63.28%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	15,855	1,455	7,148	54.92%	
Child Care Services	110,501	6,643	41,436	62.50%	
Contractual Services	3,204	66	653	79.61%	
Occupancy	1,585	161	925	41.63%	
Travel/Conf/Dev	338	14	87	74.15%	
Program Activity	6,024	25	210	96.51%	
IT	326	31	251	23.15%	
Other	326	20	79	75.67%	
<b>TOTAL EXP</b>	<b>138,159</b>	<b>8,416</b>	<b>50,790</b>	<b>63.24%</b>	<b>50.00%</b>

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	55,987	3,187	18,328	67.26%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	1,437	62	291	79.73%	
Child Care Services	53,834	3,112	17,476	67.54%	
Contractual Services	71	3	15	78.55%	
Occupancy	124	8	51	58.62%	
Travel/Conf/Dev	13	1	3	75.33%	
Program Activity	372		15	96.03%	
IT	64	1	11	82.85%	
Other	73	1		100.00%	
<b>TOTAL EXP</b>	<b>55,987</b>	<b>3,187</b>	<b>17,863</b>	<b>68.09%</b>	<b>50.00%</b>

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	10,988	853	4,814	56.19%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	3,186	257	1,603	49.68%	
Child Care Services	6,692	548	2,656	60.32%	
Contractual Services	409	9	140	65.67%	
Occupancy	167	29	177	-5.85%	
Travel/Conf/Dev	90	3	86	4.10%	
Program Activity	110		64	42.22%	
IT	133	3	20	84.74%	
Other	203	3	70	65.41%	
<b>TOTAL EXP</b>	<b>10,988</b>	<b>853</b>	<b>4,816</b>	<b>56.17%</b>	<b>50.00%</b>

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	13,230	1,179	5,582	57.80%	
Other	260	15	340	-30.70%	
Refugee	883	67	384	56.47%	
Teen Parent	545			100.00%	
	<b>14,918</b>	<b>1,261</b>	<b>6,307</b>	<b>57.72%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	2,078	36	532	74.42%	
Child Care Services	11,538	1,023	5,561	51.81%	
Contractual Services	517	1	87	83.22%	
Occupancy	60	5	53	11.16%	
Travel/Conf/Dev	101	1	8	91.87%	
Program Activity	573		59	89.69%	
IT	31		39	-25.05%	
Other	20		9	54.25%	
<b>TOTAL EXP</b>	<b>14,918</b>	<b>1,066</b>	<b>6,347</b>	<b>57.45%</b>	<b>50.00%</b>
<b>NET</b>		195	-41		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	194,147	11,603	69,054	64.43%	
Office of Head Start	10,988	853	4,814	56.19%	
The Children's Trust	13,230	1,179	5,582	57.80%	
Other	260	15	340	-30.70%	
Refugee	883	67	384	56.47%	
Teen Parent	545			100.00%	
<b>TOTAL REVENUE</b>	<b>220,053</b>	<b>13,717</b>	<b>80,175</b>	<b>63.57%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	22,556	1,809	9,574	57.56%	
Child Care Services	182,565	11,327	67,128	63.23%	
Contractual Services	4,201	79	896	78.68%	
Occupancy	1,936	202	1,206	37.67%	
Travel/Conf/Dev	541	19	184	65.87%	
Program Activity	7,079	25	348	95.09%	
IT	554	36	321	42.10%	
Other	622	25	159	74.47%	
<b>TOTAL EXP</b>	<b>220,053</b>	<b>13,521</b>	<b>79,816</b>	<b>63.73%</b>	<b>50.00%</b>
<b>NET</b>		196	359		



**Early Learning Coalition Finance Committee Meeting**

**January 29, 2020**

**Resolution: 01292020-01**

**Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract C18-17 with Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.**

**Fiscal Impact: The contract amount will be an approximate amount of \$178,500.00, for a total contract amount not to exceed \$298,500.00 for the remainder of 2019-2020 and 2020-2021, which is subject to the availability of funding.**

**Funding Source: APOOL\***

**Strategic Goal:**

- Neediest Children**
- Youngest Children**
- Educate All**

- Providers**
- Internal Capacity**
- Funding**

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**RESOLUTION: 01292020-01**

**AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT C18-17 WITH ULTIMATE SOFTWARE GROUP, INC. TO EXTEND THE DATE OF THE CONTRACT AND PRORATE THE TOTAL CONTRACT AMOUNT.**

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.

\*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children's Trust.

**Background:**

On December 4, 2017, Resolution #12042017-04, granted approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-10 for Payroll and Human Resources to Ultimate Software Group, Inc. The original contract amount is for a total of \$120,000.00 per fiscal year.

The contract was executed in July 2018 to allow the implementation phase. Services actually started fiscal year 2019-2020. This resolution is requesting an extension of Ultimate Software Group, Inc. Contract C18-17 to align the actual start date of services to our fiscal year and to follow the recommendation of the Human Resources Department for continuity of services, and add a prorated amount of \$178,500.00 to cover for services up to June 30, 2021.



**Early Learning Coalition Finance Committee Meeting**

**January 29, 2020**

**Resolution: 01292020-02**

**Action Requested: Authorize the President and CEO to apply to the Single Source procurement from The Children’s Trust, once the proposal is approved, authorize the President and CEO to negotiate the contract, execute and receive the funds.**

**Fiscal Impact: The approximate amount of \$5,000,000.00 for fiscal year 2020-2021, which is subject to the availability of funding.**

**Funding Source: The Children’s Trust**

**Strategic Goal:**

- Neidiest Children**
- Youngest Children**
- Educate All**

- Providers**
- Internal Capacity**
- Funding**

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**RESOLUTION: 01292020-02**

**AUTHORIZE THE PRESIDENT AND CEO TO APPLY TO THE SINGLE SOURCE PROCUREMENT FROM THE CHILDREN’S TRUST, ONCE THE PROPOSAL IS APPROVED, AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE THE CONTRACT, EXECUTE AND RECEIVE THE FUNDS.**

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 Children's Trust (TCT) seeks to procure a single source for the services of an agency to administer the TCT Child Scholarship Program in Miami-Dade County. This funding will support the administration of up to \$5,000,000.00 in child scholarship payments to early learning programs selected by TCT. TCT Child Scholarships are designed to provide high quality early learning services to families who apply to receive School Readiness Program services and they are considered to be above the Federal Poverty Level (FPL) or State Median Income (SMI) limits and are ineligible to receive School Readiness services. Currently the Early Learning of Miami-Dade/Monroe, Inc. (ELCMDM) administers the TCT Child Scholarship program since inception January 2019 - through June 30, 2020. ELCMDM has developed a process of assessing over income families for eligibility. The program currently serves more than 600 children and supports 125 early learning programs eligible to receive TCT Child Scholarship families.

Services will be contracted for a period of 12 months commencing July 1, 2020.