



FINANCE COMMITTEE MEETING
April 28th, 2015 at 9:15 am
ELC Board Room

- | | | |
|------|--|--------------|
| I. | Welcome & Introductions | Robert Eadie |
| II. | Approval of Minutes | Robert Eadie |
| | A. Motion to approve minutes for the month of April 2015 | |
| III. | Financial Statements | Robert Eadie |
| IV. | Resolutions | Robert Eadie |
| V. | Information Items | Robert Eadie |
| | A. Slot Utilization | |
| | B. EHS Updates | |
| | C. Provider Rate Increase Request | |
| | D. Meeting Format, Date and Time | |
| VI. | Meeting Adjourn | Robert 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
 April 1st, 2015; 9:15 AM
 Early Learning Coalition Board Room

Committee Attendees: Gilda Ferradaz; Adrian Alfonso; Harve Mogul; Philip Gassman

Staff Attendees: Evelio Torres, CEO; Angelo Parrino; Mercy Castiglione; Lisa Sanabria; Yasmin Wong-Peraza; Pam Hollingsworth; Kerry Allen; Georgia Thompson; Aileen Martinez

Committee Absentees: Theresa Axford

I. Welcome and Introductions **Gilda Ferradaz**

- Gilda Ferradaz called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes **Gilda Ferradaz**

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

III. Financial Statements **Gilda Ferradaz**

- G. Ferradaz reviewed the financial statements and stated it was business as usual.
- A. Parrino stated that the ELC continues to show a surplus due to the TAP Program. The RFP has yet to be completed.

IV. Resolutions **Gilda Ferradaz**

- Resolution 04012015-01 authorize the President and CEO to negotiate and execute an amendment to Contract PSA14-152 with Watson Policy Solutions.
 - Motion to approve resolution by H. Mogul.
 - Motion seconded by A. Alfonso.



- Motion was unanimously passed.
- Resolution 04012015-02 authorize the President and CEO to negotiate and execute an amendment to contract PSA14-129 with Shutts & Bowen LLP.
- The increase in funds is due to the ELC involvement in fraud referrals.
 - Motion to approve resolution by H. Mogul.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.
- Resolution 04012015-03 this resolution presents RFP#ELCMDM2015-01 (Developmental Assessments for Miami-Dade and Monroe Counties) Evaluation Committee's scoring results of the Request for Proposal to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.
 - Motion to approve resolution by H. Mogul.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.
- Resolution 04012015-04 Authorize the President and CEO to receive and execute the grant agreement with the Monroe County School District for the Teenage Parent Program (TAP)
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by H. Mogul.
 - Motion was unanimously passed.
- Resolution 04012015-05 Authorize the President and CEO to negotiate and execute an amendment to the contract with Automated Data Processing Services (ADP)
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by H. Mogul.
 - Motion was unanimously passed.
- Resolution 04012015-06 authorizes the President and CEO to negotiate and execute the lease listed in the background section of this resolution.
- Background- On February 27, 2013, the Board approved Resolution 02272013-03 requesting authorization for the President and CEO to negotiate and execute service transition leases and lease-related agreements. This resolution is requesting authorization for the President and CEO to negotiate and execute the lease renewal agreement listed in the chart below. The lease will provide for the following: exclusive use of two office spaces, use of board room and training room, and use of common area spaces. The total amount of the agreement will not exceed \$6,840.00, subject to availability of funding.



- Motion to approve resolution by H. Mogul.
- Motion seconded by A. Alfonso.
- Motion was unanimously passed.

V. Informational Items

Gilda Ferradaz

- G. Ferradaz reviewed the waitlist and snapshots. Monroe County continues to have “0” children on wait list and there are no longer concerns with capacity. Miami Dade County has sent out the final 5,000 packets for new enrollment and there is now “0” children on the wait list.
- The Early Learning Coalition of Miami-Dade and Monroe County is trying to execute a provider rate increase. It has been suggested that those provider’s on probation do not receive this increase. The rate increase will be present at the following Board meeting and then sent to the Office of Early Learning for final approval.
- There been some changes in the composition of the Board resulting in Gilda Ferradaz becoming the Board’s vice-chair and Theresa Axford becoming chair to the Finance Committee.

VI. Adjourn

Gilda Ferradaz

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 3/31/2015
	<hr/>
Assets	
Cash & Cash Equivalents	14,799
Grants Receivable	11,983
VPK Prepayment	3,547
Property and Equipment, Net	190
Other Assets	192
	<hr/>
Total Assets	\$ 30,710
	<hr/> <hr/>
Liabilities	
Accounts Payable	152
Advances Due to OEL & Other	15,104
VPK Prepayment	3,547
Deferred Revenues	173
Accrued Expenses & Other Liabilities	10,725
Total Liabilities	29,701
	<hr/> <hr/>
Net Assets	
Unrestricted	242
Temporarily Restricted	767
Total Net Assets	1,009
	<hr/> <hr/>
Total Liabilities and Net Assets	\$ 30,710
	<hr/> <hr/>

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>YTD 3/31/2015</u>
Support and revenues			
Grants	\$ 50	\$ 121,566	\$ 121,616
Contributions and Other	3	4	7
Net Assets Released from Restrictions	<u>121,332</u>	<u>(121,332)</u>	<u>0</u>
Total Support and Revenues	121,386	237	121,623
Expenses			
Early Education Services	117,603		117,603
Administration	<u>3,802</u>		<u>3,802</u>
Total Expenses	<u>121,405</u>	<u>0</u>	<u>121,405</u>
Change in Net Assets	(19)	237	218
Beginning Net Assets	261	530	791
Ending Net Assets	\$ <u><u>242</u></u>	\$ <u><u>767</u></u>	\$ <u><u>1,009</u></u>

**Early Learning Coalition of Miami-Dade and Monroe Counties
Supplemental Information
Use of Unrestricted Funds (Whole Dollars)**

	<u>March '15</u>	YTD <u>March '15</u>
Revenues:		
Vending Machine Commission/Rebates	99	174
Interest Earned		
Donation & Other		
Total Revenues	\$ <u>99</u>	\$ <u>174</u>
Expenditures:		
Community Outreach and Marketing		
Business/Board Meetings/Operational	2,861	4,801
Miscellaneous		
Total Expenditures	\$ <u>2,861</u>	\$ <u>4,801</u>
Net Change in OTUNR	\$ <u>(2,762)</u>	\$ <u>(4,627)</u>
Beginning Balance	\$ 7,674	\$ 9,539
Ending Balance	\$ <u>4,912</u>	\$ <u>4,912</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 3/31/2015</u>
Expenses:			
Payroll & Employee Benefits	5,542	2,581	8,123
Direct Child Care Services	107,458	0	107,458
Contracted Services-Subrecipients	2,703	93	2,796
Dues & Subscriptions	1	18	19
Occupancy Costs	853	64	917
Telephone & Communications	141	10	151
Equipment Repair & Maintenance	3	0	3
Postage & Freight	54	5	59
Printing	53	2	55
Professional Fees	354	757	1,111
Travel & Transportation Expenses	31	74	105
Program Supplies	169	0	169
Meetings & Conferences	4	1	5
Insurance-General & Liability	47	5	52
Office	166	92	258
Other Administrative Costs	24	99	123
Total Expenses	\$ <u>117,603</u>	<u>3,802</u>	<u>121,405</u>

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

	<u>Preliminary YTD 3/31/2015</u>
Cash Flows From Operating Activities	
Change In Net Assets	218
Adjustments to reconcile change in net cash provided by Operating activities:	
Depreciation Expense	
(Increase) Decrease in Assets:	
Grants Receivables	1,739
Other Assets	(37)
VPK Prepayment	(3,547)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(1,389)
Other Accrued Expenses & Other Payables	(3,245)
Advances Due to OEL	18,589
Advances Due to Other Grantors	40
Deferred Revenues	145
Total Adjustments	12,294
Net Cash Flows From Operating Activities	<u>12,512</u>
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	<u> </u>
Change in Cash	12,512
Cash - Beginning of Period	2,286
Cash Balance End of Period	<u><u>\$ 14,799</u></u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Revenues and Expenditures at
March 31, 2015

In 000's

TOTAL	<u>Current Month</u> Actual	<u>Current Year</u> Actual	<u>Annual Budget</u>	<u>% Budget</u> Remaining	<u>Target % Budget</u> Remaining	<u>Variance</u>
Revenue						
State of Florida	13,186	117,661	166,858	29.48%		
The Children's Trust	220	2,109	3,641	42.07%		
Other	131	513	700	26.82%		
Refugee	128	1,161	2,500	53.56%		
MDCPS Teen Parent	29	180	1,175	84.71%		
Total Revenue	13,693	121,623	174,875	30.45%	25.00%	-5.45%
Expenditures						
Salary and Fringe	901	8,067	11,564	30.24%		
State of Florida Child Care	12,058	107,458	152,717	29.64%		
Contractual Services	405	3,910	5,427	27.95%		
Occupancy/Infrastructure	129	1,155	2,146	46.19%		
Travel and Conference	13	204	235	13.11%		
Program and Activity Expenses	30	172	2,164	92.05%		
IT	77	199	290	31.25%		
Other Expenses	45	240	332	27.81%		
Accrued Expenses Other						
Total Expenditures	13,658	121,405	174,875	30.58%	25.00%	-5.58%
Net Revenue Over Expenditure	35	218	-			
School Readiness						
Revenue						
State of Florida	8,207	75,930	106,064	28.41%		
Total Revenue	8,207	75,930	106,064	28.41%	25.00%	-3.41%
Expenditures						
Salary and Fringe	718	6,543	8,681	24.62%		
State of Florida Child Care	7,049	65,429	91,778	28.71%		
Contractual Services	214	2,331	3,039	23.31%		
Occupancy and Infrastructure	120	1,049	1,605	34.62%		
Travel and Conference	8	155	185	16.46%		
Program and Activity Expenses	25	90	424	78.74%		
IT	31	130	169	22.95%		
Other Expenses	42	203	183	-10.86%		
Accrued Expenses Other						
Total Expenditures	8,207	75,930	106,065	28.41%	25.00%	-3.41%
Net Revenue over Expenditure						
Voluntary Pre-K						
Revenue						
State of Florida	4,978	41,731	60,794	31.36%		
Total Revenue	4,978	41,731	60,794	31.36%	25.00%	-6.36%
Expenditures						
Salary and Fringe	121	965	1,737	44.45%		
State of Florida Child Care	4,822	40,532	58,504	30.72%		
Contractual Services	2	81	151	46.08%		
Occupancy and Infrastructure	5	81	214	62.07%		
Travel and Conference	1	15	20	24.35%		
Program and Activity Expenses			8	100.00%		
IT	27	47	87	45.86%		
Other Expenses	1	10	74	86.38%		
Accrued Expenses Other						
Total Expenditures	4,978	41,731	60,794	31.36%	25.00%	-6.36%
Net Revenue over Expenditure						
Other						
Revenue						
The Children's Trust	220	2,109	3,641	42.07%		
Other	131	513	700	26.82%		
Refugee	128	1,161	2,500	53.56%		
MDCPS Teen Parent	29	180	1,175	84.71%		
Total Revenue	507	3,962	8,016	50.57%	25.00%	-25.57%
Expenditures						
Salary and Fringe	62	559	1,146	51.23%		
State of Florida Child Care	187	1,498	2,435	38.48%		
Contractual Services	188	1,498	2,237	33.04%		
Occupancy and Infrastructure	4	24	327	92.53%		
Travel and Conference	4	34	30	-14.88%		
Program and Activity Expenses	5	82	1,733	95.27%		
IT	19	22	34	35.18%		
Other Expenses	2	27	75	64.45%		
Accrued Expenses Other						
Total Expenditures	472	3,744	8,016	53.30%	25.00%	-28.30%
Net Revenue over Expenditure	35	219				



Early Learning Coalition Finance Committee Meeting

April 29, 2015

Resolution: 04292015-01

Action Requested: Authorize the President and CEO to receive and execute the grant agreement with the Ocean Reef Community Foundation for the Monroe Early Childhood Conference.

Fiscal Impact: The grant is not-to-exceed amount of \$6,500.00, subject to approval for legal sufficiency and form.

Funding Source: Ocean Reef Community Foundation

Strategic Goal:

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

RESOLUTION NO. 04292015-01

AUTHORIZATION FOR THE PRESIDENT AND CEO TO RECEIVE AND EXECUTE THE GRANT AGREEMENT WITH THE OCEAN REEF COMMUNITY FOUNDATION FOR THE MONROE EARLY CHILDHOOD CONFERENCE. THE GRANT IS A NOT-TO-EXCEED AMOUNT OF \$6,500.00, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.

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

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to receive and execute the grant with the Ocean Reef Community Foundation. The grant amount is a not to exceed amount of \$6,500.00 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th, day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY _____
BOARD SECRETARY

Background

The Ocean Reef Community Foundation (“ORCF”) Grant provides \$6,500 to offset expenses of the planned Monroe Early Childhood Conference on May 16, 2015 at the Murray Nelson Government Center, Key Largo. Funds are available for use toward presenter fees/travel; facilitator rental and purchase of curriculum materials for conference participants. The estimated value of the ELC contribution to this project is \$4,000, which includes the provision of Continuing Education Units (CEUs) to participants and waiving the \$10 registration fee for Key Largo participants (as the targeted population served by the Foundation).

As a result, the Coalition is requesting authorization for the President and CEO to receive and execute the Ocean Reef Community Foundation grant agreement in the approximate amount of \$6,500.00, for the 2015-2016 program year.



Early Learning Coalition Finance Committee Meeting

April 29,2015

Resolution: 04292015-02

Action Requested: Authorize the President and CEO to negotiate and execute the renewal of the following contracts listed within the background section of this resolution.

Fiscal Impact: A total amount not to exceed \$5,249,019.96 for the fiscal year 2015-2016, which is subject to the availability of funding.

Funding Source: School Readiness, VPK, School Board of Miami-Dade County, TAPP

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children <input checked="" type="checkbox"/> Youngest Children <input checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> Providers <input type="checkbox"/> Internal Capacity <input type="checkbox"/> Funding
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RESOLUTION NO. 04292015-02

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE THE RENEWAL OF THE FOLLOWING CONTRACTS LISTED WITHIN THE BACKGROUND SECTION OF THE RESOLUTION. THE TOTAL CONTRACT AMOUNTS SHALL NOT EXCEED \$5,249,019.96 FOR FISCAL YEAR 2015-2016, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.

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

WHEREAS, the President and CEO and staff recommend approving this action,
 NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute the renewal of the following contracts: Citrus Health Network, Inc. - Developmental Screening Follow-up and Intervention Services; The Devereux Foundation, Inc., - Quality Counts Professional Development; United Way of Miami-Dade, Inc., -

Community Wide Training Services; Florida International University - Developmental Assessments for Miami-Dade and Monroe; Bluejean Software, Inc., - Provider Portal Hosting and Dashboard and Enhancement Services; PC Depot, Inc., - Enterprise Network Support and Hosting Services; Thorman Strategy Group - School Readiness Consultant; University of Florida Board of Trustees - School Readiness Consultant; Ana Sejeck - School Readiness Consultant - Automated Data Processing, Inc., - Human Resources Payroll; Nonprofit Technologies, Inc., - Financial Services Consultant; Teachstone Training, LLC., - School Readiness Consultant; Quality Materials' vendors' - Becker's School Supplies, Kaplan Early Learning Company, Lakeshore Learning Materials; Curricula Materials and Training vendors - Scholastic Inc., Pearson Education, Teaching Strategies; Shutts & Bowen LLP - Board Counsel Services; Jeanne Askins - E-LAP & LAP-D Assessment Consultant; Watson Policy Solutions - Independent Policy Information and Analysis Consultant - Trina Rodriguez - E-LAP & LAP-D Assessment Consultant. The contract amounts shall not exceed \$5,249,019.96 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th, day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY _____
BOARD SECRETARY

Background

This resolution is requesting authorization for the President and CEO to negotiate and execute the contract renewals listed in the chart below. The total amount of the contracts will not exceed \$5,249,019.96, subject to availability of funding.

The following table describes the contracts for fiscal year 2015-2016.

Contractor's Name/School Readiness Funds	Services	Term	Term of RFP Award	Current FY 2014-2015 Dollar Amount	Proposed FY 2015-2016 Dollar Amount	Difference	Justification
Florida International University Board of Trustees	Developmental Assessments for Miami-Dade and Monroe Counties	July 1, 2015 – June 30, 2016	1st	\$111,697.33	\$135,000.00	\$23,302.67	New RFP award
The Devereux	Quality Rating Improvement System		3 RD *	\$650,000.00	\$650,000.00	\$0	
Citrus Health Network, Inc.	Developmental Screening Follow-up and Interventions Services		3 rd	\$440,123.50	\$880,247.00	\$440,123.50	2014-2015 was a six month contract
The United Way of Miami-Dade, Inc.	Community Wide Training Services		3 rd	\$384,073.00	\$369,073.00	(\$15,000.00)	Monroe trainings are in-house
Bluejean Software Inc.	Provider Portal Hosting & Dashboard & Enhancement Services		2 nd	\$200,000.00	\$200,000.00	\$0	
PC Depot, Inc.	Enterprise Network Support & Hosting Services		2 nd	\$92,500.00	\$185,000.00	\$92,500.00	2014-20115 was a six month contract
Becker's School Supplies	Quality Material		2 nd	\$666,666.66	\$666,666.66	\$0	N/A
Kaplan Early Learning	Quality Material		2 nd	\$666,666.66	\$666,666.66	\$0	N/A
Lakeshore Learning Materials	Quality Materials		2 nd	\$666,666.66	\$666,666.66	\$0	N/A
Scholastic Inc.	Curricula Materials		2 nd	\$166,666.66	166,666.66	\$0	N/A
Pearson Education	Curricula Materials		2 nd	\$166,666.66	166,666.66	\$0	N/A
Teaching Strategies, LLC	Curricula Materials		2 nd	\$166,666.66	166,666.66	\$0	N/A
Shutts & Bowen LLP	Board Counsel Services		2 nd	\$109,000.00	\$109,000.00	\$0	Board Counsel Services
ADP	HR Payroll			\$34,900.00	\$34,900.00	\$0	N/A
Nonprofit Technologies, Inc.	Financial Services			\$34,900.00	\$34,900.00	\$0	N/A
Thorman Strategy, Group	School Readiness Program Consultant		\$26,900.00	\$26,900.00	\$0	N/A	
University of Florida Board of Trustees	Coaching Mentoring Consultant		\$32,685.72	\$30,000.00	(\$2,685.72)	N/A	

Teachstone Training, LLC	School Readiness Services			\$36,293.15	\$30,000.00	(\$6,293.15)	N/A
Ana Sejeck	SR Consultant			\$20,000.00	\$20,000.00	\$0	N/A
Jeanne Askins	Assessment Consultant			\$6,500.00	\$6,500.00	\$0	N/A
Trina Rodriguez	Assessment Consultant			\$6,500.00	\$6,500.00	\$0	N/A
Miami-Dade Partnership, Inc.	TAP Services		**	\$31,000.00	\$31,000.00	\$0	N/A
		TOTAL NTE			\$5,249,019.96		

* These services are provided year-to-year based on funding received from the Children's Trust.

**These services are provided year-to-year based on funding received from the School Board of Miami-Dade County for the Teenage Parent Program.



Early Learning Coalition Finance Committee Meeting

April 29, 2015

Resolution: 04292015-03

Action Requested: Authorize the President and CEO to negotiate and execute the following contracts listed within the background section of this resolution.

Fiscal Impact: A total amount not to exceed \$3,800,000.00 for the fiscal year 2014-2015, which is subject to the availability of funding.

Funding Source: The Children's Trust - Quality Counts

Strategic Goal:

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

RESOLUTION NO. 04292015-03

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE THE FOLLOWING CONTRACTS LISTED WITHIN THE BACKGROUND SECTION OF THE RESOLUTION. THE TOTAL CONTRACT AMOUNTS SHALL NOT EXCEED \$3,800,000.00 FOR FISCAL YEAR 2015-2016, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.

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

WHEREAS, the President and CEO and staff recommend approving this action,
 NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute the renewal of the following contracts: Quality Counts' Program and Professional Development Network (TCT) - Family Central, Inc., Florida International University, The Devereux Foundation, Inc., University of Florida, University of Miami, CCDH, Inc.;

Quality Counts Administration (TCT) - Wels System Foundation, LLC, CCDH, Inc., Early Learning Coalition of Miami-Dade/Monroe, Inc. The contract amounts shall not exceed \$3,800,000.00 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th, day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY _____
BOARD SECRETARY

Background

In December 2014, The Children's Trust posted a Request for Proposal (RFP) for Early Childhood Development, which includes three sections: a) Quality Counts Administration, b) Program and Professional Development Network and c) Short Term Intervention. The Children's Trust has finalized recommendations for this early childhood competitive solicitation, whereby the Coalition was recommended for two sections. The Quality Counts Administration and the Quality Counts Program and Professional Development. The Children's Trust Board of Directors will consider these funding initially at the Program Services and Childhood Health Committee on April 30, 2015. Subsequently, the committee's recommendations will be presented to the full Board on Monday, May 11, 2015. The recommended amount of the Quality Counts Administration section is \$1,200,000.00 and the recommended amount of the Quality Counts Program and Professional Development section is \$2,600,000.00.

As such, the Coalition is requesting authorization for the President and CEO to negotiate and execute the following contracts listed in the chart below. The total amount of the Quality Counts contracts shall not exceed \$3,800,000.00, which is subject to the availability of funding.

The following table describes the contracts for fiscal year 2015-2016.

Quality Counts Administration Contracts:

Contractor's Name/The Children's Trust Funds	Services	Term	Term of RFP Award	Proposed FY 2015-2016 Dollar Amount
WELS System Foundation, LLC	Quality Counts Administration	July 1, 2015 - June 30, 2016	1st	
CCDH, Inc.	Quality Counts Administration		1st	
Early Learning Coalition of Miami-Dade/Monroe	Quality Counts Administration		1st	
		TOTAL NTE		\$1,200,000.00

Quality Counts Program and Professional Development Network:

Contractor's Name/The Children's Trust	Services	Term	Term of RFP Award	Proposed FY 2015-2016 Dollar Amount
Florida International University Board of Trustees	QC Program and Professional Development	July 1, 2015 - June 30, 2016	1st	
Family Central, Inc.	QC Program and Professional Development		1st	
The Devereux	QC Program and Professional Development		1st	
University of Miami	QC Program and Professional Development		1st	
CCDH, Inc.	QC Program and Professional Development		1st	
		TOTAL NTE		\$2,600,000.00

* These services are provided year-to-year based on funding received from the Children's Trust.



Early Learning Coalition Finance Committee Meeting

April 29, 2015

Resolution: 04292015-04

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA14-106 with Goldstein, Schechter, Koch, P.A..

Fiscal Impact: The contract amount increases by \$35,845.00, for a total contract amount not to exceed \$188,245.00 for the fiscal year 2014-2015, which is subject to the availability of funding.

Funding Source: School Readiness & VPK

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION NO. 04292015-04

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA14-106 WITH GOLDSTEIN, SCHECHTER, KOCH, P.A.. THE AMENDMENT WILL NOT EXCEED \$35,845.00, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.

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

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the Contract PSA14-106 with Goldstein, Schechter, Koch, P.A.. The amendment will add \$35,845.00, for a total contract amount not exceed \$188,245.00 for fiscal year 2014-2015, which is subject to availability of funding.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE

MIAMI-DADE COUNTY, FLORIDA

BY _____

BOARD SECRETARY

Background

On July 1, 2014, the Early Learning Coalition of Miami-Dade/Monroe County entered into a contractor agreement with Goldstein Schechter Koch, P.A. for the provision of Sub-recipient Financial and Programmatic Monitoring Services. The initial agreement amount was \$146,900.00, followed by an increase of \$5,500.00 (First Budget Amendment) for work on special projects. The proposed amendment will increase the contract by \$35,845.00. Below please find a detailed account of current expenditures to date and the proposed second amendment increase of \$35,845.00.

BREAKDOWN FOR ADDITIONAL \$35,845.00:

- **\$12,465.00**
 - Litigation Analysis and Early Head Start special meetings.
- **\$23,380.00**
 - Additional Monitoring Services in Miami-Dade and Monroe County

SPECIAL PROJECTS EXPENSES (Litigation and Early Head Start):

		SPECIAL PROJECTS			SPECIAL PROJECTS
	Amount added	Amount Paid		Amount added	Amount Billed
Initial Jun-14				Initial Jun-14	\$0
Jul-14				Jul-14	
Aug-14				Aug-14	
Sep-14		\$ 6,750.00		Sep-14	\$ 6,750.00
Oct-14	\$ 5,500.00			Oct-14	\$ 5,500.00
Nov-14		\$ 6,100.00		Nov-14	\$ 6,100.00
Dec-14		\$ 1,600.00		Dec-14	\$ 1,600.00
Jan-15				Jan-15	
Feb-15				Feb-15	\$ 2,715.00
Mar-15				Mar-15	\$ 800.00
Apr-15				Apr-15	\$ 12,465.00
May-15				May-15	
Jun-15				Jun-15	
Total	\$ 5,500.00	\$ 14,450.00		Total	\$ 17,965.00

❖ *An additional \$12,465.00 for work performed on litigation matters and Early Head Start grant.*

TRADITIONAL WORK EXPENSES:

		TRADITIONAL			TRADITIONAL
	Amount added	Amount Paid		Amount added	Amount Billed
Initial Jun-14	\$ 146,900.00			Initial Jun-14	\$ 146,900.00
Jul-14		\$ 8,007.81		Jul-14	\$ 8,007.81
Aug-14		\$ 69,030.64		Aug-14	\$ 69,030.64
Sep-14				Sep-14	
Oct-14		\$ 20,812.50		Oct-14	\$ 20,812.50
Nov-14		\$ 30,649.00		Nov-14	\$ 30,649.00
Dec-14		\$ 2,216.00		Dec-14	\$ 4,743.50
Jan-15		\$ 8,084.00		Jan-15	\$ 8,084.00
Feb-15				Feb-15	\$ 15,795.00
Mar-15				Mar-15	
Apr-15				Apr-15	\$ 23,380.00
May-15				May-15	
Jun-15				Jun-15	
Total	\$ 146,900.00	\$ 138,799.95		Total	\$ 170,280.00

- ❖ *An additional \$23,380.00 for additional monitoring services in Miami-Dade and Monroe County with an increased focus on Monroe County as it relates to CCR&R Shopper Calls, School Readiness/VPK/TAP Payment Testing which Contractor will perform until the end of June 2015.*



Early Learning Coalition Finance Committee Meeting

April 29, 2015

Resolution: 04292015-05

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA14-106 with WELS System Foundation, LLC.

Fiscal Impact: The contract amount increases by \$50,218.25, for a total contract amount not to exceed \$258,568.25 for the fiscal year 2014-2015, which is subject to the availability of funding.

Funding Source: The Children's Trust

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION NO. 04292015-05

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA14-118 WITH WELS SYSTEM FOUNDATION, LLC. THE AMENDMENT WILL NOT EXCEED \$258,568.25, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.

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

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the Contract PSA14-118 with Goldstein, Schechter, Koch, P.A.. The amendment will add \$50,218.25, for a total contract amount not exceed \$258,568.25 for fiscal year 2014-2015, which is subject to availability of funding.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE

MIAMI-DADE COUNTY, FLORIDA

BY _____

BOARD SECRETARY

Background

On July 1, 2014, the Early Learning Coalition of Miami-Dade/Monroe County entered into a professional services agreement with WELS System Foundation, LLC for the provision of System Upgrade, Maintenance and Support Services. The initial agreement amount was \$208,350.00, inclusive of travel and related expense. The proposed amendment will increase the contract by \$50,218.25, for a total contract amount of \$258,568.25, subject to the availability of funding.

- WELS data system holds all the data to the programs in quality counts, such as: demographics for classrooms and teaching staff, classrooms assessments and program ratings.

The proposed amendment for \$50,218.25 shall cover the additional work Consultant will undertake as a result of new changes made to the Quality Counts program standards and rating, including provider applications. Consultant's support of changes made to the Quality Counts program will result in increased hours worked on portal 2.0 adjustments, reporting, and website maintenance, as reflected in below table.

	Original Hours Allotted	New Estimated Hours
Portal 2.0 Adjustments	300.00 Hours	613.25 Hours
Reporting	150.00 Hours	282.75 Hours
Website Maintenance	160.00 Hours	214.00 Hours



Early Learning Coalition Finance Committee Meeting

April 29, 2015

Resolution: 04292015-06

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA14-117 with University of Florida Board of Trustees.

Fiscal Impact: The contract amount increases by \$10,500.00, for a total contract amount not to exceed \$43,185.72 for the fiscal year 2014-2015, which is subject to the availability of funding.

Funding Source: The Children's Trust

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION NO. 04292015-06

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA14-117 WITH UNIVERSITY OF FLORIDA BOARD OF TRUSTEES. THE AMENDMENT WILL NOT EXCEED \$10,500.00, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.

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

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the Contract PSA14-117 with University of Florida Board of Trustees. The amendment will add \$10,500.00, for a total contract amount not exceed \$43,185.72 for fiscal year 2014-2015, which is subject to availability of funding.

The foregoing resolution and attachment was 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 in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of May, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY _____

BOARD SECRETARY

Background

On July 1, 2014, the Early Learning Coalition of Miami-Dade/Monroe County entered into a professional services agreement with University of Florida Board of Trustees for the provision of Certified Early Learning Coaching Services. The proposed amendment will increase the contract by \$10,500.00, for a total contract amount of \$43,185.72, subject to the availability of funding. The proposed amendment amount for \$10,500.00 will enhance our Quality Counts program by providing additional professional development sessions meant to introduce the concept of facilitative leadership and explore its implications for participants' leadership mental models and current practice. Consultant will co-design and co-facilitate blended (in person and virtual) regularly scheduled Community of Practice (COP) work sessions to support and expand leadership development and practices consistent with facilitative leadership. In addition, the Consultant will support the Coalition's technical assistance providers, managers and selected program directors as they implement changes to Quality Counts 2.0.

As such, the Coalition is requesting authorization for the President and CEO to negotiate and execute an amendment to the contract.

Early Learning Coalition of Miami-Dade/Monroe

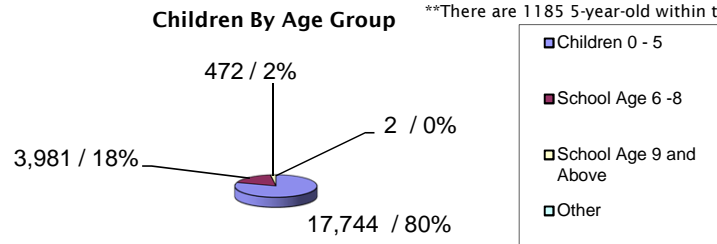
School Readiness Slot Utilization Snapshot - Miami-Dade

March 2015

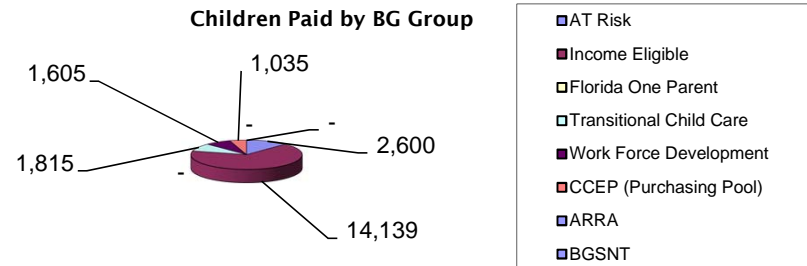
(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - YTD	30,247
Total actual paid - March 2015	20,980
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 6,115
	\$ 157
Total cost (in thousands) (incl match)	\$ 7,013
Change month over month	
Total Net Increase(decrease) children	490
Net increase/(decrease) dollars	\$ 845
Monthly Activity	
Beginning Census	20,490
NET Increase/(Decrease)	490
Total	20,980
Current Data	
Enrolled As of April 27, 2015	20,880
Projected Paid for April (96% of enrolled)	20,045
Ready Pool and Waitlist	
Ready Pool as of April 27, 2015	-
Waitlist as of April 27, 2015	794
Waitlist as of March 23, 2015	3,549
Waitlist as of February 17, 2015	6,020
VPK Enrolled As of April 27, 2015	
Regular	21,130
Summer	-
VPK Total Actual Paid - March 2015	
SISP	12
Regular	21,042
Summer	-
VPK Total Actual Paid - YTD	
SISP	15
Regular	22,595
Summer	425

Eligibility Breakdown	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
Type								
AT Risk	2,600	12.27%	15	0.58%	\$942.87	13.75%	\$95.14	11.22%
Income Eligible	14,139	66.71%	403	2.93%	\$4,671.72	68.13%	\$629.28	15.57%
Florida One Parent	-	0.00%	-	-	\$ -	0.00%	\$ -	-
Transitional Child Care	1,815	8.56%	(44)	-2.37%	\$587.87	8.57%	\$49.09	9.11%
Work Force Development	1,605	7.57%	(7)	-0.43%	\$497.25	7.25%	\$34.27	7.40%
CCEP (Purchasing Pool)	1,035	4.88%	141	15.77%	\$156.86	2.29%	\$37.46	31.38%
ARRA	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
BGSNT	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
Total	21,194	100%	508	2.46%	\$6,856.57	100%	\$845.24	14.06%
Minus 214 Duplicates	20,980							
GOLD SEAL					\$741.18	10.81%	\$105.31	16.56%
categories above)	-	-	-	-	\$ -	-	\$0.00	-
SFW GOLD SEAL					\$ -	-	\$0.00	-
Age Break Down	All Eligible Clients-Paid				Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	4,112	18.56%	325	8.58%	\$1,514.88	22.07%	\$235.09	18.37%
Toddler	3,623	16.35%	91	2.58%	\$1,277.30	18.61%	\$120.96	10.46%
Three Year Old	4,121	18.60%	105	2.61%	\$1,376.94	20.06%	\$130.29	10.45%
Pre-School	5,888	26.57%	275	4.90%	\$1,725.58	25.14%	\$256.12	17.43%
<i>Sub-Total</i>	<i>17,744</i>	<i>80.08%</i>	<i>796</i>	<i>4.70%</i>	<i>\$5,894.70</i>	<i>85.88%</i>	<i>\$742.46</i>	<i>14.41%</i>
School Age: 6 yrs	2,141	9.64%	(22)	-1.02%	\$480.49	7.00%	\$55.20	12.98%
School Age: 7 yrs	373	1.68%	(4)	-1.06%	\$73.77	1.07%	\$5.54	8.12%
School Age: 8 yrs	290	1.31%	(19)	-6.15%	\$54.14	0.79%	\$0.30	0.55%
Unduplicated School Age: 6 - 8 yrs**	3,981	17.93%	(239)	-5.66%	\$885.74	12.90%	\$57.58	6.95%
School Age: 9 yrs and above	472	2.13%	(18)	-3.67%	\$84.84	1.24%	\$6.57	8.39%
School Age Total Includes 40 duplicates	4,453	20.06%	(257)	-5.46%	\$970.58	14.14%	\$64.15	7.08%
School Age (Unduplicated)	4,413	19.92%	(258)	-5.52%	\$970.58	14.14%	\$64.15	7.08%
Other	2	0.01%	2	-	(\$1.46)	-0.02%	(\$1.46)	-
<i>Sub-Total</i>	<i>4,415</i>	<i>19.92%</i>	<i>(256)</i>	<i>-5.48%</i>	<i>\$969.12</i>	<i>14.12%</i>	<i>\$62.69</i>	<i>6.92%</i>
Total	22,159	100%	540	2.50%	\$6,863.81	100%	\$805.14	13.29%
Minus 1160 Duplicates	20,999							



**There are 1185 5-year-old within this count.



Note: Legends with too small percentage are not shown on the pie chart.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Monroe

March 2015

(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - March 2015	633
Net Slot Payment and Gold Seal	\$ 192
Match (BG8 and CCEP)	\$ 3
Total cost (in thousands) (incl match)	\$ 200
Change month over month	
Total Net Increase(decrease) children	(19)
Net increase/(decrease) dollars	\$ 5
Monthly Activity	
Beginning Census	652
Net Increase/(Decrease)	(19)
Total	633

Current Data	
Enrolled as of April 27, 2015	633
Projected Paid for April (96% of enrolled)	608
Waitlist	
Waitlist as of April 27, 2015	0
Waitlist as of March 27, 2015	0
Waitlist as of February 19, 2015	0
VPK Enrolled as of April 27, 2015	422
VPK Total Actual Paid - March 2015	450

Eligibility Breakdown Type	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month	% Change Prior Month
AT Risk	137	21.47%	(2)	-1.44%	\$48.46	24.58%	\$0.66	1.39%
Income Eligible	465	72.88%	(15)	-3.13%	\$140.21	71.12%	\$2.49	1.81%
Florida One Parent	-	0.00%	0	-	\$-	0.00%	\$-	-
Transitional Child Care	11	1.72%	2	22.22%	\$3.77	1.91%	\$1.20	46.53%
Work Force Development	6	0.94%	0	0.00%	\$1.76	0.89%	\$0.10	6.20%
CCEP (Purchasing Pool)	19	2.98%	0	0.00%	\$2.96	1.50%	\$0.61	25.83%
ARRA	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Total	638	100%	(15)	-2.30%	\$197.15	100%	\$5.06	2.64%
Minus 5 Duplicates	633							
GOLD SEAL	-	-	-	-	\$5.59	2.84%	\$0.47	9.28%

Age Break Down Type	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	120	17.78%	(5)	-4.00%	\$49.69	25.20%	(\$0.05)	-0.11%
Toddler	105	15.56%	-	0.00%	\$38.94	19.75%	\$0.38	0.98%
Three Year Old	111	16.44%	11	11.00%	\$32.22	16.34%	\$1.99	6.58%
Pre-School	153	22.67%	(7)	-4.38%	\$38.42	19.49%	(\$0.38)	-0.98%
<i>Sub-Total</i>	489	72.44%	(1)	-0.20%	\$159.26	80.78%	\$1.93	1.23%
School Age: 6	51	7.56%	-6	-10.53%	\$10.34	5.25%	(\$0.73)	-6.57%
School Age: 7	51	7.56%	(3)	-5.56%	\$10.83	5.49%	\$0.77	7.69%
School Age: 8	37	5.48%	-	0.00%	\$7.30	3.71%	\$0.66	10.00%
School Age: 6 - 8**	171	25.33%	(4)	-2.29%	\$35.17	17.84%	\$2.36	7.18%
School Age: 9 - 10	13	1.93%	0	0.00%	\$2.46	1.25%	\$0.49	25.15%
School Age: 11 - 12	2	0.30%	0	0.00%	\$0.26	0.13%	\$0.05	26.73%
School Age: Other Age	0	0.00%	0	-	\$0.00	0.00%	\$0.00	-
School Age Total	186	27.56%	(4)	-2.11%	\$37.89	19.22%	\$2.90	8.30%
Other	-	0.00%	-	-	\$-	0.00%	\$-	-
<i>Sub-Total</i>	186	27.56%	(4)	-2.11%	\$37.89	19.22%	\$2.90	8.30%
Total	675	100%	(5)	-0.74%	\$197.15	100%	\$4.84	2.52%
Minus 42 Duplicates	633							

**There are 32 5-year-old within this count.

