



**FINANCE COMMITTEE MEETING
November 28, 2018, 10:00 am
ELC Board Room**

- | | | |
|------|--|-----------|
| I. | Welcome & Introductions | Bob Eadie |
| II. | Approval of Minutes | Bob Eadie |
| | A. Motion to approve minutes for the month of October 2018 | |
| III. | Financial Statements | Bob Eadie |
| | A. School Readiness/VPK | |
| | B. Early Head Start | |
| IV. | Resolutions | Bob Eadie |
| | A. Resolution 11282018-01 | |
| | B. Resolution 11282018-02 | |
| V. | Information Items | Bob Eadie |
| | A. Update on EFS Modernization | |
| | B. Early Head Start Credit Card Report | |
| 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
October 31st, 2018; 10:00 AM
Early Learning Coalition Board Room

Committee Attendees: Bob Eadie (via conference call); Adrian Alfonso (via conference call); Theresa Axford (via conference call); Gilda Ferradaz (via conference call);

Absent Committee: Alex Soto; Philip Gassman

Staff Attendees: Evelio Torres; Angelo Parrino; Alex Sanchez; Mercy Castiglione; Jackye Russell; Sandra Gonzalez; Belkis Torres (via conference call); Fred Hicks; Jose Hernandez; Fiorella Altare; Lisney Badillo; Lissandra Curbelo; Lisa Sanabria

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 T. Axford.
- Motion seconded by A. Alfonso.
- Motion was unanimously passed.

III. Financial Statements **Bob Eadie**

- A. Sanchez reviewed the financials and we appear to be in a surplus but we do not have the complete factual data due to EFS Modernization not functioning.
- E. Torres stated that OEL is considering extending the fiscal year so the coalitions have an opportunity to spend the surplus dollars.
- M. Castiglione stated that providers are being paid the same amounts since June, these payments being treated as advances not actual payments. M. Castiglione stated that approximately 700,000-1.2 million has been overpaid to the providers.
- E. Torres stated that they would probably have to continue paying providers with this estimate payment for November and December. E. Torres stated that they are bringing in children from the wait list but it is challenging because information is missing, such as, sibling not appearing.



IV. Resolutions

Bob Eadie

- Resolution 10312018-01 - To approve the Early Learning Coalition's First Amendment to the Annual Budget for the fiscal year 2018-2019.
 - Motion to approve resolution by T. Axford.
 - Motion seconded by G. Ferradaz.
 - Motion was unanimously passed.
- Resolution 10312018-02 - Authorize the President and CEO to release a request for proposal (RFP) to select qualified proposers to facilitate and provide coaching, mentoring and educational services to parents of infants and toddlers, and teenage parents.
 - Motion to approve resolution by A. Alfonso.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.
- Resolution 10312018-03 - Authorize the President and CEO to release a request for proposal (RFP) for External Auditing Services
 - Motion to approve resolution by T. Axford.
 - Motion seconded by G. Ferradaz.
 - Motion was unanimously passed.

V. Information Items

Bob Eadie

- A. Alfonso stated that the Early Head Start 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)

	Unaudited As of 10/31/2018
Assets	
Cash & Cash Equivalents	1,094
Grants Receivable	36,520
VPK Prepayment	6,361
Property and Equipment, Net	286
Other Assets	68
 Total Assets	 \$ 44,329
Liabilities	
Accounts Payable	16,276
Advances Due to OEL & Other	19,949
VPK Prepayment	3,190
Accrued Expenses & Other Liabilities	3,778
 Total Liabilities	 43,192
Net Assets	
Unrestricted	609
Temporarily Restricted	528
Total Net Assets	1,137
 Total Liabilities and Net Assets	 \$ 44,329

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>10/31/2018</u>
Support and revenues			
Grants	\$ 0	\$ 58,646	\$ 58,646
Contributions and Other	10	137	147
Net Assets Released from Restrictions	<u>58,740</u>	<u>(58,740)</u>	<u>0</u>
 Total Support and Revenues	 58,750	 43	 58,793
 Expenses			
Early Education Services	56,728		56,728
Administration	<u>2,013</u>		<u>2,013</u>
 Total Expenses	 <u>58,740</u>	 <u>0</u>	 <u>58,740</u>
 Change in Net Assets	 10	 43	 53
 Beginning Net Assets	 599	 485	 1,084
 Ending Net Assets	 <u>\$ 609</u>	 <u>\$ 528</u>	 <u>\$ 1,137</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 10/31/2018</u>
Expenses:			
Payroll & Employee Benefits	4,286	1,139	5,425
Direct Child Care Services	50,056	0	50,056
Contracted Services-Subrecipients	575	13	588
Dues & Subscriptions	5	59	64
Occupancy Costs	709	59	768
Telephone & Communications	82	74	156
Equipment Repair & Maintenance	(0)	0	(0)
Postage & Freight	10	6	16
Printing	32	3	35
Professional Fees	115	277	392
Travel & Transportation Expenses	56	33	89
Program Supplies	486	24	511
Meetings & Conferences	2	9	11
Insurance-General & Liability	78	5	83
Office	94	243	338
Other Administrative Costs	142	69	210
Total Expenses	\$ 56,728	2,013	58,740

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

	Preliminary YTD 10/31/2018
Cash Flows From Operating Activities	
Change In Net Assets	<u>53</u>
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(24,041)
Other Assets	(20)
VPK Prepayment	(6,361)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	<u>2,110</u>
Other Accrued Expenses & Other Payables	<u>2,945</u>
Advances Due to OEL	<u>23,042</u>
Advances Due to Other Grantors	0
Deferred Revenues	0
Total Adjustments	<u>(2,326)</u>
Net Cash Flows From Operating Activities	<u>(2,273)</u>
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	(2,273)
Cash - Beginning of Period	3,367
Cash Balance End of Period	<u>\$ 1,094</u>



BUDGET VARIANCE
October
2018
In 000'S

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	128,853	10,355	41,001	68.18%	66.67%
EXPENDITURES					
Salary and Fringe	14,998	996	3,658	75.61%	
Child Care Services	103,815	9,093	35,859	65.46%	
Contractual Services	3,204	123	486	84.82%	
Occupancy	1,553	100	501	67.71%	
Travel/Conf/Dev	296	12	63	78.85%	
Program Activity	4,414		141	96.81%	
IT	326	12	210	35.53%	
Other	248	19	84	66.19%	
TOTAL EXP	128,853	10,356	41,002	68.18%	66.67%

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	58,658	4,874	11,054	81.16%	66.67%
EXPENDITURES					
Salary and Fringe	1,437	47	286	80.07%	
Child Care Services	56,476	4,815	10,606	81.22%	
Contractual Services	71	3	63	11.05%	
Occupancy	124	7	47	61.69%	
Travel/Conf/Dev	13		4	71.02%	
Program Activity	400			100.00%	
IT	64	1	17	73.14%	
Other	73	1	30	58.39%	
TOTAL EXP	58,658	4,874	11,054	81.15%	66.67%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	11,814	876	4,062	65.62%	66.67%
EXPENDITURES					
Salary and Fringe	2,827	269	999	64.66%	
Child Care Services	5,875	464	2,127	63.79%	
Contractual Services	892	24	105	88.19%	
Occupancy	1,439	58	453	68.55%	
Travel/Conf/Dev	179	37	116	35.35%	
Program Activity	351	10	149	57.73%	
IT	124	3	62	49.91%	
Other	128	11	52	59.68%	
TOTAL EXP	11,814	876	4,062	65.62%	66.67%

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	14,771	604	2,062	86.04%	
Other	829	36	320	61.38%	
Refugee	1,050	74	293	72.09%	
Teen Parent	545			100.00%	
	17,195	714	2,676	84.44%	66.67%
EXPENDITURES					
Salary and Fringe	1,828	148	421	76.99%	
Child Care Services	14,065	557	1,463	89.60%	
Contractual Services	517	12	325	37.19%	
Occupancy	60	13	50	15.99%	
Travel/Conf/Dev	101	3	49	51.67%	
Program Activity	573		282	50.77%	
IT	31	2	12	61.28%	
Other	20	5	20	1.44%	
TOTAL EXP	17,195	739	2,622	84.75%	66.67%
NET		-25	54		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	187,511	15,229	52,055	72.24%	
Office of Head Start	11,814	876	4,062	65.62%	
The Children's Trust	14,771	604	2,062	86.04%	
Other	829	36	320	61.38%	
Refugee	1,050	74	293	72.09%	
Teen Parent	545			100.00%	
TOTAL REVENUE	216,520	16,819	58,793	72.85%	66.67%
EXPENDITURES					
Salary and Fringe	21,090	1,460	5,364	74.57%	
Child Care Services	180,232	14,929	50,056	72.23%	
Contractual Services	4,684	162	980	79.08%	
Occupancy	3,175	177	1,052	66.88%	
Travel/Conf/Dev	588	53	231	60.78%	
Program Activity	5,738	11	571	90.04%	
IT	545	18	301	44.67%	
Other	469	37	186	60.39%	
TOTAL EXP	216,520	16,846	58,740	72.87%	66.67%
NET		-27	53		



Early Learning Coalition Finance Committee Meeting

November 28, 2018

Resolution: 11282018-01

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 \$175,000.00 per fiscal year, which is subject to the availability of funding.

Funding Source: Florida Office of Early Learning

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION NO. 11282018-01

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL 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 Board of Directors of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Board of Directors approve this action at the next Board of Directors meeting.

Background

Whereas it is the responsibility of the board to promote high-quality school readiness, research supports the implementation of observation based program assessment, as a means to improve quality in early care and education settings. In fact, classrooms with high scores on observation based program assessment measures have better social and academic outcomes. The State Legislature, in support of the science around program assessment has enacted House Bill 1091, an act relating to early learning, which requires the implementation of observation based program assessment prior to contracting with the Early Learning Coalition for School Readiness services. The Office of Early Learning 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 and Monroe (the Coalition), has the largest School Readiness provider network in the state of Florida, with approximately 3,000 classrooms to assess. The Coalition is requesting services from individuals in the community who have the relevant knowledge and experience around CLASS to support this initiative. Eligible vendors must be reliable in at least two of the three tools (eg. CLASS Infant, CLASS Toddler and CLASS Preschool) and must maintain reliability while providing the above referenced services.



Early Learning Coalition Finance Committee Meeting

November 28, 2018

Resolution: 11282018-02

Action Requested: Authorize the President and CEO to request and use the carryover balance from program grant year one (1) to program grant year 2018-2019.

Fiscal Impact: The requested carryover balance in the amount of \$1,526,431.27 will increase the program grant budget from \$10,037,752.00 to a new total of \$11,564,183.27 for the 2018-2019 fiscal year.

Funding Source: U.S. Department of Health and Human Services Administration for Children and Families

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION NO. 11282018-02

AUTHORIZE THE PRESIDENT AND CEO TO REQUEST AND USE THE CARRYOVER BALANCE FROM PROGRAM GRANT YEAR ONE (1) TO PROGRAM GRANT YEAR 2018-2019.

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

Background

Year one (1) of the project, the Early Learning Coalition of Miami-Dade/Monroe, Inc. was issued startup funds to cover expenses associated with starting a new program and ensuring compliance with federal requirements. The program did not expend all of the funds. A total of \$1,526,431.27 remain from the startup funds. When a program does not expend all of their funds, the program may request a carryover of funds to use in the next fiscal year. The program plans to allocate the funds in the following manner:

Amount	Description
\$66,000.00	Coaching (Current Contract with UM)
\$35,000.00	Policies and Procedures
\$80,000.00	Edison Office
\$15,000.00	Wage Comparability Study
\$73,570.00	Professional Development/PITC/Service Area Certifications/TIPITOS Training
\$34,000.00	Parenting Journey Facilitator Training
\$45,000.00	IT/Tablets laptops/keyboards
\$75,000.00	Prepare 100 classrooms for blended age to support continuity of care
\$1,102,861.27	Facility Improvements and playgrounds for 9 new childcare centers
\$1,536,431.27	Total

The U.S. Department of Health and Human Services Administration for Children and Families allows these projects along with any other identified uses of Awarded funds that were not to be considered a Carryover Balance (COB) into the current program year with the expected completion by 7/31/2019.

OCT. 2018 BTA AMEX -

Trans. Date	AMEX Description	Amount	ELC Description	Dist Code PAYROLL CODE
09/29/18	HILTON WEST PALM WEST PALM BEACH FL	\$ 318.00	Hilton lodging for C. Nariznis to attend The 2018 First 1000 Days Florida Summit 09-26 to 09-28	520EH0
10/01/18	HILTON WEST PALM WEST PALM BEACH FL	\$ 41.34	Hilton tax charge for C. Nariznis to attend The 2018 First 1000 Days Florida Summit 09-26 to 09-28	520EH0

TOTAL \$ 359.34

Quarterly Breakdown - Airfare, Hotel, Car Rental	
Total Airfare October	\$ -
Total Hotel October	\$ 359.34
Total car rental & tolls October	\$ -

\$ 359.34