



FINANCE COMMITTEE MEETING
August 27, 2020, 10:00 am
Zoom Meeting ID: 943 4965 8941

- | | | |
|------|---|-----------|
| I. | Welcome & Introductions | Bob Eadie |
| II. | Approval of Minutes | Bob Eadie |
| | A. Motion to approve minutes for July 2020 | |
| III. | Financial Statements | Bob Eadie |
| | A. School Readiness/VPK | |
| | B. Early Head Start | |
| | C. Reconciliation Project Snapshot | |
| IV. | Resolutions | Bob Eadie |
| | A. Resolution 08272020-01 Authorize the President and CEO to request a carryover balance from unused 2019-2020 One-time Supplemental in Response to Coronavirus Disease 2019 (COVID-19) funds to use in fiscal year 2020-2021 for continued support in mitigating the spread of COVID-19 in Early Head Start childcare centers. | |
| V. | Information Items | Bob Eadie |
| | A. Update on EFS Modernization | |
| | B. Monroe County Needs Assessment/Request for Quotes | |
| | C. EHS one-time Supplemental Request Update | |
| | D. EHS Credit Card Report (no charges in July) | |
| | E. Slot Utilization | |
| | • Miami Dade County | |
| | • Monroe County | |
| | • Title V | |
| 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
July 30, 2020; 10:00 AM
Zoom Meeting ID: 910 3507 8428

Committee Attendees: Adrian Alfonso; Gilda Ferradaz; Chuck Mohr

Absent Committee: Bob Eadie; Alex Soto

Staff Attendees: Evelio Torres; Alex Sanchez; Sandra Gonzalez; Angelo Parrino; Lisney Badillo; Lissandra Curbelo; Mercy Castiglione; Fiorella Altare-Christie; Jacqueline Olio; Jackye Russell; Belkis Torres; Ana Rodriguez; Victor Caballero

I. Welcome and Introductions **Adrian Alfonso**

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

II. Approval of Minutes **Adrian Alfonso**

- Motion to approve minutes by G. Ferradaz.
- Motion seconded by C. Mohr.
- Motion unanimously passed.

III. Financial Statements **Bob Eadie**

- M. Castiglione reviewed the financials and stated that financials are business as usual. The School Readiness budget is reflecting a bit of surplus due to the new awards granted. E. Torres stated that it has been a challenge spending the money from the new grants because very little time is allotted. VPK has a surplus but this is due to money owed to Miami Dade County Public Schools.
- A. Parrino stated that the Early Head Start Program is also showing a slight deficit. We are still waiting on the supplemental request we made months ago.
- V. Caballero stated that the reconciliation snapshot reflects that we have completed 100% of the reconciliation and 3% of the letters have been mailed out. G. Ferradaz asked if all underpaid providers have been paid, E. Torres responded that they were paid immediately. G. Ferradaz asked if this expense reflects in our current budget, M. Castiglione responded that it did. C. Mohr requested that the reconciliation snapshot should show line items on underpayments/paid and overpayments/received.

IV. Resolutions **Bob Eadie**



- Resolution 07302020-01 Authorize the President and CEO to submit a request to and seek approval from, the Office of Head Start Region IV to modify the provision of services by allowing the Early Head Start program to offer a home-based option.
 - Motion to approve the resolution G. Ferradaz.
 - Motion seconded by A. Soto.
 - Motion unanimously passed.

- Resolution 05282020-02 Approve and authorize the President and CEO to submit the Anti-Fraud Plan to the Office of Early Learning.
 - Motion to approve the resolution A. Soto.
 - Motion seconded by G. Ferradaz
 - Motion unanimously passed.

V. Information Items

Bob Eadie

- A. Alfonso stated that there were no charges on the EHS credit card report.
- S. Gonzalez presented the snapshots and stated that there is no waitlist in Miami-Dade or Monroe County
- M. Castiglione reviewed the reconciliation snapshot and stated that 72% of providers have been reviewed and completed.

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 7/31/2020
Assets	
Cash & Cash Equivalents	18,519
Grants Receivable	47,189
VPK Prepayment	0
Property and Equipment, Net	357
Other Assets	64
 Total Assets	 \$ 66,131
Liabilities	
Accounts Payable	21,343
Advances Due to OEL & Other	42,869
VPK Prepayment	0
Accrued Expenses & Other Liabilities	635
 Total Liabilities	 64,847
Net Assets	
Unrestricted	707
Temporarily Restricted	577
Total Net Assets	1,283
 Total Liabilities and Net Assets	 \$ 66,131

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>7/31/2020</u>
Support and revenues			
Grants	\$ 0	\$ 26,592	\$ 26,592
Contributions and Other	0	0	0
Net Assets Released from Restrictions	<u>26,612</u>	<u>(26,612)</u>	<u>0</u>
 Total Support and Revenues	26,612	(20)	26,592
 Expenses			
Early Education Services	25,726		25,726
Administration	<u>886</u>		<u>886</u>
 Total Expenses	<u>26,612</u>	<u>0</u>	<u>26,612</u>
 Change in Net Assets	0	(20)	(20)
 Beginning Net Assets	575	541	1,116
 Ending Net Assets	\$ <u><u>707</u></u>	\$ <u><u>577</u></u>	\$ <u><u>1,283</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 7/31/2020</u>
Expenses:			
Payroll & Employee Benefits	1,092	615	1,707
Direct Child Care Services	14,705	0	14,705
Contracted Services-Subrecipients	58	0	58
Dues & Subscriptions	4	64	68
Occupancy Costs	101	19	120
Telephone & Communications	26	24	51
Equipment Repair & Maintenance	0	0	0
Postage & Freight	1	1	2
Printing	5	0	6
Professional Fees	4	58	63
Travel & Transportation Expenses	0	0	0
Program Supplies	32	0	32
Meetings & Conferences	0	0	-
Insurance-General & Liability	43	13	55
Office	14	86	100
Other Administrative Costs	9,641	4	9,645
Total Expenses	\$ 25,726	886	26,612

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

	Preliminary YTD 7/31/2020
Cash Flows From Operating Activities	
Change In Net Assets	(20)
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	654
Other Assets	52
VPK Prepayment	0
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(4,316)
Other Accrued Expenses & Other Payables	1
Advances Due to OEL	13,581
Advances Due to Other Grantors	650
Deferred Revenues	0
Total Adjustments	10,622
Net Cash Flows From Operating Activities	10,602
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	10,602
Cash - Beginning of Period	7,917
Cash Balance End of Period	\$ 18,519



BUDGET VARIANCE

July
2020

In 000'S

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	147,827	24,449	24,449	83.46%	91.67%
EXPENDITURES					
Salary and Fringe	15,855	1,265	1,265	92.02%	
Child Care Services	110,501	12,954	12,954	88.28%	
Contractual Services	3,204	100	100	96.88%	
Occupancy	2,585	176	176	93.21%	
Travel/Conf/Dev	228	1	1	99.68%	
Program Activity	14,691	9,652	9,652	34.30%	
IT	436	71	71	83.79%	
Other	326	231	231	29.18%	
TOTAL EXP	147,827	24,449	24,449	83.46%	91.67%

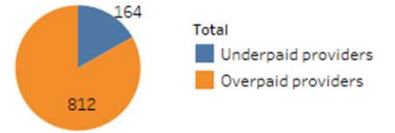
VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	56,037	880	880	98.43%	91.67%
EXPENDITURES					
Salary and Fringe	1,437	143	143	90.07%	
Child Care Services	53,883	88	88	99.84%	
Contractual Services	71	5	5	92.88%	
Occupancy	124	18	18	85.74%	
Travel/Conf/Dev	13			99.32%	
Program Activity	372			100.00%	
IT	64	14	14	78.15%	
Other	73	613	613	-744.11%	
TOTAL EXP	56,037	880	880	98.43%	91.67%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	10,685	933	933	91.27%	91.67%
EXPENDITURES					
Salary and Fringe	3,186	260	260	91.85%	
Child Care Services	6,042	591	591	90.21%	
Contractual Services	409	11	11	97.41%	
Occupancy	167	37	37	77.61%	
Travel/Conf/Dev	90			99.55%	
Program Activity	110	3	3	97.00%	
IT	26	14	14	45.31%	
Other	657	16	16	97.53%	
TOTAL EXP	10,685	933	933	91.27%	91.67%

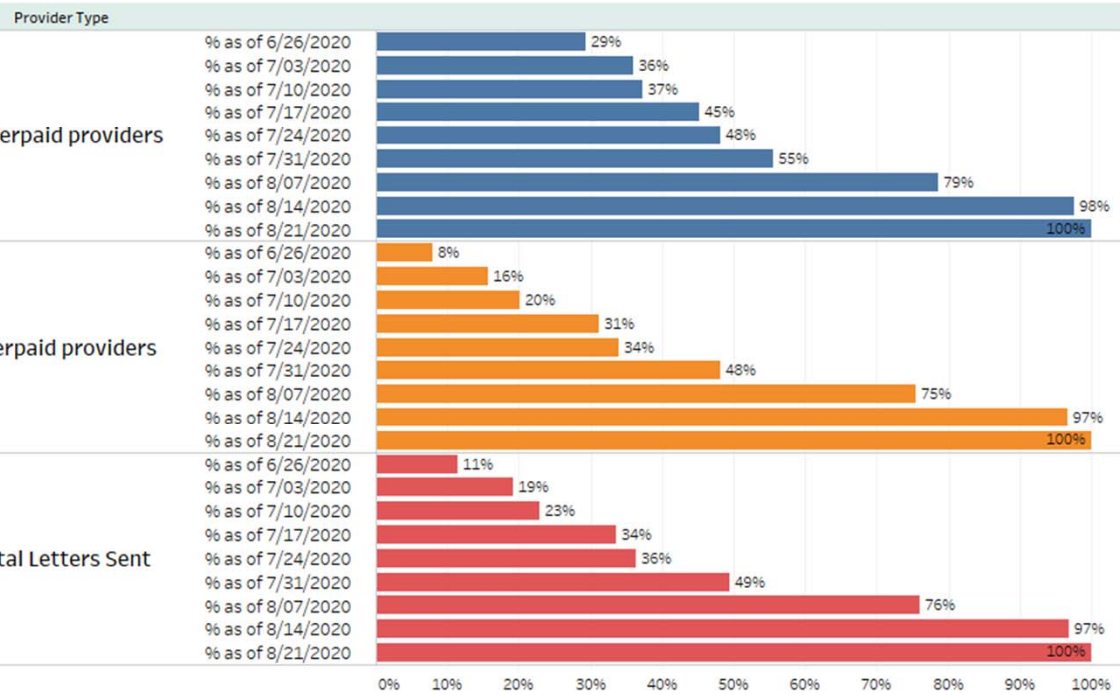
TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	9,880	288	288	97.09%	
Other	80			99.75%	
Refugee	920	42	42	95.46%	
Teen Parent	45			100.00%	
	10,925	330	330	96.98%	91.67%
EXPENDITURES					
Salary and Fringe	656	26	26	96.10%	
Child Care Services	10,095	299	299	97.04%	
Contractual Services	20	5	5	77.12%	
Occupancy	120	2	2	98.11%	
Travel/Conf/Dev					
Program Activity	28	16	16	40.96%	
IT	1	1	1	5.12%	
Other	5	1	1	82.52%	
TOTAL EXP	10,925	350	350	96.80%	91.67%
NET		-20	-20		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	203,863	25,329	25,329	87.58%	
Office of Head Start	10,685	933	933	91.27%	
The Children's Trust	9,880	288	288	97.09%	
Other	80			99.75%	
Refugee	920	42	42	95.46%	
Teen Parent	45			100.00%	
TOTAL REVENUE	225,474	26,592	26,592	88.21%	91.67%
EXPENDITURES					
Salary and Fringe	21,134	1,693	1,693	91.99%	
Child Care Services	180,521	13,932	13,932	92.28%	
Contractual Services	3,704	120	120	96.75%	
Occupancy	2,995	233	233	92.22%	
Travel/Conf/Dev	330	1	1	99.63%	
Program Activity	15,201	9,672	9,672	36.38%	
IT	527	99	99	81.11%	
Other	1,061	862	862	18.76%	
TOTAL EXP	225,473	26,612	26,612	88.20%	91.67%
NET		-20	-20		

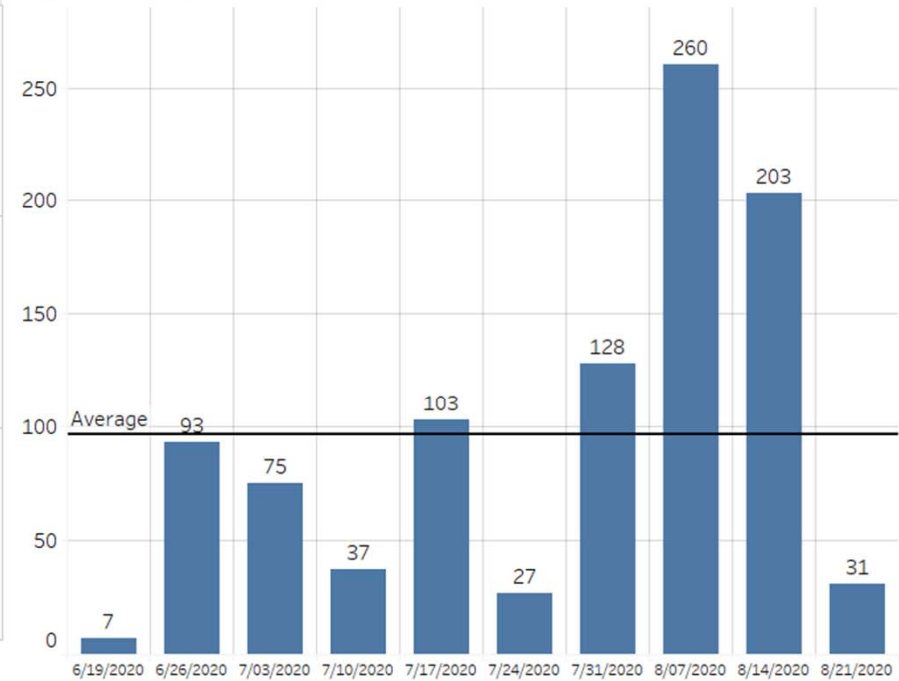
2018- 2019 Provider Reconciliations Snapshot 8/21/2020



Provider Type	Total Providers	Complete as of 6/12/2020	Complete as of 6/19/2020	Complete as of 6/26/2020	Complete as of 7/03/2020	Complete as of 7/10/2020	Complete as of 7/17/2020	Complete as of 7/24/2020	Complete as of 7/31/2020	Complete as of 8/07/2020	Complete as of 8/14/2020	Complete as of 8/21/2020	Remaining as of 8/21/2020
Underpaid providers	164	2	6	48	59	61	74	79	91	129	160	164	0
Overpaid providers	812	10	13	64	128	163	253	275	391	613	785	812	0
Total Letters Sent	976	12	19	112	187	224	327	354	482	742	945	976	0



Number of Letters Sent Each Week





Early Learning Coalition Finance Committee Meeting

August 27, 2020

Resolution: 08272020-01

Action Requested: Authorize the President and CEO to request a carryover balance from unused 2019-2020 One-time Supplemental in Response to Coronavirus Disease 2019 (COVID-19) funds to use in fiscal year 2020-2021 for continued support in mitigating the spread of COVID-19 in Early Head Start childcare centers.

Fiscal Impact: The requested carryover balance is in the amount of \$322,881.88.

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: 08272020-01

AUTHORIZE THE PRESIDENT AND CEO TO REQUEST A CARRYOVER BALANCE FROM UNUSED 2019-2020 ONE-TIME SUPPLEMENTAL IN RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19) FUNDS TO USE IN FISCAL YEAR 2020-2021 FOR CONTINUED SUPPORT IN MITIGATING THE SPREAD OF COVID-19 IN EARLY HEAD START CHILDCARE CENTERS.

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

Background:

In response to the world-wide pandemic and as a part of the C.A.R.E.S. Act, the Office of Head Start first informed Head Start and Early Head Start programs on an April 6, 2020 webinar that additional funds were available for programs to use as a One-Time Supplement in Response to COVID-19. On May 1, 2020, the Early Learning Coalition Of Miami-Dade/Monroe, Inc. (ELC) received a communication from the Office of Head Start informing the program that funds for the One-Time Supplemental Funding in Response to COVID-19 were available in the amount of \$217,500.00. On June 1, 2020, the ELC received a communication informing the programs that funding for the One-Time Supplemental Funding in Response to COVID-19 had been increased to \$659,106.00. During the 2019-2020 fiscal year, the program was able to utilize \$336,224.12 from the One-Time Supplemental Funding to purchase disinfecting items, Personal Protective Equipment (PPE), and social distancing items for childcare center. There is a remaining balance of unspent funds in the amount of \$322,881.88. The ELC is requesting approval to carry-over the unspent funds to fiscal year 2020-2021 to continue supporting childcare centers in mitigating the spread of COVID-19 in their centers.