



Minutes

Board of Directors Meeting
August 1st, 2016; 8:00 a.m.
ELC Board Room

Board Attendees: Adrian Alfonso (chair); James Haj; Theresa Axford (excused absence); Rick Beasley; Russell Benford; Heather Carruthers; Robert Eadie (treasurer); David Lawrence Jr (via conference call); Gilda Ferradaz; Philip Gassman; Judy Schaechter; Alexander Soto; J. Abilio Rodriguez; Gerald Schwartz; Alan Eckstein; Dr. Mara Zapata; Marisol Diaz; Gladys Montes; Loreen Chant

Board Absentees: Tina Carroll-Scott; Shaleen Fagundo

Staff Attendees: Evelio Torres (President/CEO); Angelo Parrino; Lisa Sanabria; Jackye Russell; Mercy Castiglione; Fiorella Altare; Dr. Anabel Espinosa; Fred Hicks; Kerry Allen; Jose Hernandez; Juan Castillo; Paloma Lopez-Barcena; Lisney Badillo; Michelle Meilan; Ileana Vallejo; Sandra Gonzalez; Pamela Hollingsworth; Nichelle Calhoun; Johanna Miranda; Marie Jose Mishel-Sanchez; Belkis Torres; Odalys Calleja; Lucy Schrack; Ana Rodriguez; Miguel Alfonso; Salvatore Martorano; Lidia Clarke; Belinda Jeanty; Yrma Aldana; Isabel Afanador

General Attendees: Santiago Echemendia, Shutts & Bowen; Jackie Romillo, Citrus; Gail Gregg, FIU; Juanita Walker, Sheyes of Miami; Rachel Spector, TCT; Emmounte Dante, Room 2 Bloom; Claudia Gonzalez, PAAST; Malory Roger, A New World Academy; CatherineRad, YMCA of SF; Lynn Zaldia, Pinecrest Elementary; Luis Mario Torrens, YMCA-MLK; Alex Trujillo, VDT; Jennifer Carricahum, MDCPS; Susan M., Citrus Health; Octavio Verdeja, VDT; Maria Costa, Fienberg-Fisher

I. Welcome and Introductions

Adrian Alfonso

- A. Alfonso called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with fifteen (16) voting members.
- A. Alfonso introduced Laura Luder who has been retained by the Early Learning Children’s Foundation to support fund development efforts. A. Alfonso stated that the goal is to build the foundation’s board and circle of friends so it can fully develop the fund development efforts to support programs for the youngest and neediest children.
- A. Alfonso stated that E. Torres had brought to his attention a wonderful gesture made by the North Service Center supervisor and asked S. Gonzalez to share this story which represents how special the ELC and its staff are.
- A. Alfonso stated that in the packet there is a letter from Florida’s Attorney General Pam Bondi. The letter states Ms. Bondi’s legal opinion confirming that Florida’s booster seat law applies to child care facilities. This issue surfaced in the 2016 Legislative Session during the consideration of a very large Highway Safety bill. The exemption amendment was being pursued by a number of child care facilities to clarify in statute that they were specifically exempt from the booster seat law. The Pediatricians aggressively fought the issue and led the charge to defeat the booster seat exemption amendment, which was ultimately withdrawn from further consideration.
- A. Alfonso thanked Dave Lawrence and Vance Aloupis of The Children’s Movement of Florida for making the elimination of the School Readiness waiting list one of the top three priorities on their Movement 2020 platform.



- A. Alfonso stated that in the packet there is an article on child care providers graduating from training programs. 75 child care center owners spent the last 12 months attending workshops, classes, and lectures, and doing loads of homework, all the while learning how to establish, build and operate a successful child care program. A. Alfonso stated his support of this effort and thanked The Children’s Trust.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from June, 2016.
 - M. Zapata moved to approve the minutes.
 - B. Eadie seconded the motion.
 - Motion was passed unanimously.

III. Executive Committee Report

Adrian Alfonso

- A. Alfonso stated that 11 resolutions were approved by the Executive Committee and must now be ratified by the full board.
- Resolution 06282016-01 authorizes the President and CEO to award and negotiate the Public Awareness and Outreach Campaign contract to KIVVIT communications in accordance with recommendations given by the Board of Directors Sub-committee. Fiscal Impact: The contract is not to exceed \$198,000.00 subject to approval for legal sufficiency and form. Funding Source: Office of Early Learning.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by H. Carruthers.
 - Motion was unanimously passed.
- Resolution 06282016-02 authorizes the President and CEO to co-fund the Florida HIPPY Training and Technical Assistance Center for HIPPY Monroe County. Fiscal Impact: The co-funded amount is not to exceed \$60,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: Office of Early Learning
 - Motion to approve resolution by A. Eckstein.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.
- Resolution 06282016-03 present the proposal evaluation committee results of RFP#ELCMDM2016-03 (General Contractor Services) to the Board Executive Committee and recommend selection of H.A. Contracting as well as authorize and approve the President and CEO to negotiate and execute a contract with H.A. Contracting which is the highest scoring proposer. Fiscal Impact: Not to exceed \$1,260,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: The Department of Health and Human Services Administration for Children and Families Office of Head Start, Office of Early Learning. The Children’s Trust, Department of Children and Family’s Refugee, Miami Dade County Public School – Teenage Parent Program.
 - Motion to approve resolution by A. Eckstein.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.
- Resolution 06282016-04 authorizes the President and CEO to request a Non-Federal Share Waiver from obligation to Early Head Start totaling \$4,223,156.00. Fiscal Impact: Not to exceed \$4,223,156.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.



- Motion to approve resolution by A. Eckstein.
 - Motion seconded by H. Carruthers.
 - Motion was unanimously passed.
- Resolution 06282016-05 Authorize the President and CEO to utilize Start-up funds for repairs and improvements to Early Head Start childcare centers. Fiscal Impact: Not to exceed \$1,110,426.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by A. Eckstein.
 - Motion seconded by R. Beasley.
 - Motion was unanimously passed.
 - Resolution 06282016-06 authorize the President and CEO to execute a Budget Revision reallocating funds from budget line item Other to the Equipment line item. Fiscal Impact: The fiscal impact is not to exceed \$300,000.00 or fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.
 - Resolution 06282016-07 authorize Evelio Torres the President and CEO to negotiate and execute an agreement with South Florida Workforce Investment Board and receive funds as per resolution attached. Fiscal Impact: A total amount of approximately \$1,000,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: South Florida Workforce Investment Board.
 - Motion to approve resolution by H. Carruthers.
 - Motion seconded by A. Eckstein.
 - Motion was unanimously passed.
 - Resolution 06282016-08 Authorizes the President and CEO to apply for, execute, and receive funds from Department of Health & Human Services, Administration for Children and Families (HHS/ACF) Early Head Start Child Care Partnership: Funding Opportunity number: HHS-2016-ACF-OHS-HP-1181, Early Head Start Expansion and Early Head Start-Childcare Partnership Grant, which was released on Thursday, June 23rd. Fiscal Impact: The contract is approximately \$8,000,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: Department of Health & Human Services, Administration for Children and Families (HHS/ACF) Early Head Start
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by A. Eckstein.
 - Motion was unanimously passed.
 - Resolution 06282016-09 authorize the President and CEO to execute a Budget Revision reallocating funds from budget line item Other to the Contractual line item. Fiscal Impact: The fiscal impact is not to exceed \$3,600,000.00 or fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services
 - Motion to approve resolution by A. Eckstein.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.



- Resolution 06282016-10 Authorize the President and CEO to execute a Budget Revision reallocating funds from budget line item Other to the Travel line item. Fiscal Impact: The fiscal impact is not to exceed \$75,000.00 or fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by G. Schwartz.
 - Motion seconded by A. Eckstein.
 - Motion was unanimously passed.

- Resolution 07212016-01 Authorize the President and CEO to execute a Budget Revision form reallocating funds from budget line item Other to the Contract line item and Supply line item. Fiscal Impact: The fiscal impact is not to exceed \$2,000,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families, U.S. Department of Health and Human Services
 - Motion to approve resolution sent via email B. Eadie.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.

IV. Nominating Committee Report

David Lawrence

- D. Lawrence stated that the Nominating Committee interviewed two candidates and had selected Loreen Chant from the Easter Seals South Florida to join our board as the representative individuals with disabilities:
 - Motion to approve nomination by B. Eadie.
 - Motion seconded by G. Schwartz.
 - Motion was unanimously passed.

V. Finance Committee Report

Bob Eadie

- Resolution 07272016-01 presents RFP#ELCMDM2016-05 (Phone Service Maintenance and Support) Evaluation Committee's scoring results 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 award, negotiate, and execute a contract with the recommended vendor. Fiscal Impact: A total amount not to exceed \$259,752.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: A-Pool
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Eckstein.
 - Motion was unanimously passed.

- Resolution 07212016-01 authorize the President and CEO to execute a Budget Revision form reallocating funds from budget line item Other to the Contract line item and Supply line item. Fiscal Impact: The fiscal impact is not to exceed \$2,000,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: Administration for Children and Families, U.S. Department of Health and Human Services
 - Motion to approve resolution by H. Carruthers.
 - Motion seconded by A. Eckstein.
 - Motion was unanimously passed.

- B. Eadie reviewed the finance statements and stated that it was in line with prior years but notified the board that this was a draft, the final financials for this fiscal year will be presented at a later date.



VI. Provider Services Committee Report

Rick Beasley

- R. Beasley thanked the Early Learning Coalition for seeking guidance from the Office of Early Learning so that these seven providers, YWCA (Windows and Gerry Sweet), FCAA (New Mt. Zion Early Childhood and Dr. Dazelle Simpson), Little Light of the World, Children’s Choice and Our Lady of Charity, could continue offering the VPK program and not be terminated for 5 years, as was originally the recommendation.
- R. Beasley stated that the new principal of Holy Family Catholic Church informed the committee that when she began her employment at Holy Family all previous administration was gone. She was not aware that the VPK assessments were not in compliance till December, after obtaining this information she gained access to the websites and completed requirements. The committee recommended that the principal bring in the completed assessments and then the CEO, E. Torres will recommend corrective action if everything is complete.
- R. Beasley stated that the director of Clara Mohammed School was instructed to bring in the completed assessments before 5:00 p.m. the following day for approval. If completed as she stated the committee will implement a corrective action plan.
- R. Beasley stated that the owner of Marie Rivette Child Care, informed the committee that the DCF cases opened against them were now closed as no wrong doing was found. Documents proving this were requested and the owner supplied the documentation. The committee recommended to take no further action.
- R. Beasley stated that the owner of Mercedes Fuentes Large Family Child Care informed the committee that there was no intent to defraud but simply a misunderstanding. The committee placed them on probation for a year, provided the ELC receives original documentation and if any other violation are received within this 12 months period, there will be a termination without cause to appeal.

VII. Anti-Fraud Plan

Victor Caballero

- V. Caballero present the Anti-Fraud plan and asked for a motion to approve.
 - Motion to approve resolution by A. Eckstein.
 - Motion seconded by R. Beasley.
 - Motion was unanimously passed.

VIII. CEO Report

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR08012016.pdf

IX. EHS Governance Training

Marce O’Brien

- M. O’Brien from Western Kentucky University gave the board a training on their responsibilities and duties in governing the Early Head Start program.

X. Public Comments

Adrian Alfonso

XI. Adjourn

Adrian Alfonso