



# Minutes

Executive Committee Meeting  
November 17, 2011; 9:30 a.m.  
Conference Call

**Committee Attendees:** Octavio A. Verdeja, Jr.; Yvonne T. Johnson, M.D.; Daniel Armstrong, Ph.D.

**Committee Absentees:** Gerald K. Schwartz

**Staff Attendees:** Evelio C. Torres; Angelo Parrino; Leana Pena

**General Attendees:** Paul White, Paul White & Associates

## I. Welcome and Introductions

Octavio A. Verdeja, Jr.

- O. Verdeja called the meeting to order and welcomed everyone.
- Quorum was established with three voting members.

## II. Building Update

Octavio A. Verdeja, Jr.

- E. Torres stated that P. White has been helping the ELC negotiate the current lease with the landlord. We've been also working with another attorney recommended by G. Schwartz, because Tew & Cardenas is already representing our landlord. Friday several staff members will be moving to the building next door. Landlord isn't giving us free space, but the insurance agreed to pay for about 25% of our space to move to the next building. It's a short term lease, and they were able to reduce the rate significantly because they have the space available. We've obtained a total of 8 offices and each office will be about 4-5 staff members. Between the ELC and the insurance company, the decision was made of what staff would be sent over there.
- O. Verdeja asked if any staff has asked to be moved over that haven't been accommodated.
- E. Torres stated that any staff that has requested to move over is being moved over. Due to sensitivity to dust or comfort, we've been accommodating staff the best possible. Noise levels are incredible, so the space is also necessary to hold meetings, etc. The insurance company did agree to pay for some HEPA filters to help absorb the dust. This is due to the flood, which is only one portion of these changes. The other is the window project that Hines is responsible for. This is a separate issue. With this project, we are going to lose one of the big offices where we have three finance staff, and they also installing a window in the copy room. They will create a temporary wall to still have use of the copy machines, etc. We'll be losing the entire Board room, as they are installing windows in there. Board kitchen will be tore down as well.



- P. White stated this is a two step process. Step 1, is the window project and Step 2 is the flood repair project. For the window project, we've asked Hines to draft an amendment of what we'll need. We're getting floor plans of what will be done. Noise is the biggest issue. We're trying to work out some sort of compromise on noise levels. The other damage is the flood caused by a pipe break. The executive office solution is the cheapest and most effective solution. We were looking at minimum of \$12k a month renting elsewhere, plus moving and technology fees, etc. So this is by far the most efficient way to go and the insurance companies have helped. The remodeling part of the office should take about 3 months, but the window project should take about 9 months.
- E. Torres stated that originally Hine said they would only do what is required of them to do with accordance to the original lease that we signed with them. This was much different than the original conversation we had with them. We were very concerned with that. They seem to be going back in the right direction at this point and agree that we receive some level of compensation for the inconvenience. We're back on negotiating on good terms and it does look like they're looking to negotiate with us. For that pipe that broke, someone forgot to pull the permit for that demolition work. We're hopeful that we will hear from them that they are willing to make some of these modifications for us. Staff has been great and very cooperative. We're trying to be as sensitive as possible.
- O. Verdeja asked when the window project starts, and the noise is really bad, if the other staff decides that they can't deal with it or it's really bad, are they able to move to the other space.
- E. Torres stated there isn't enough space but trying to accommodate them the best that we can.
- Y. Johnson stated that some type of noise reduction headphones may help to allow staff to be able to work.
- P. White asked the landlord that if the noise gets too bad, to try to work two hours, give staff a break, then work from 5-7pm. Another option is to start first thing in the morning, do heavy cutting, then the quieter work during the day. This is one of the negotiations that we'll have to wait and see what happens.
- E. Torres stated that the landlord has tried to minimize the inconvenience this is all creating. The loss of balcony space, the noise, and dust are all inconveniences. We're trying to highlight for them that we have people coming into the building, staff on the phone with providers, etc.
- P. White stated that you run into noise ordinances in Coral Gables. It's the landlord's problem, not ours. They don't want their largest tenant telling people their space is terrible, etc so we're confident that they're going to do the best that they can.
- O. Verdeja asked what the Plan B is if it gets to the point that it's intolerable. What's the Plan B for other staff? It's important as management to have a Plan B for all staff.

### III. Resolutions

Octavio A. Verdeja, Jr.

- Motion to approve Resolution 102611-01 to authorize the President and CEO to execute the First Amendment to contract PSA11-112 with Teaching Strategies, Inc. to provide additional curricula and training sessions to early care and education providers participating in the Curricula Learning Community Program in Miami-Dade County.
  - O. Verdeja moved to approve the motion.
  - Motion was seconded by Y. Johnson.
  - Motion was unanimously passed.
- Motion to approve Resolution 102611-02 to authorize the President and CEO to execute the First Amendment to contracts PSA11-118 with HighScope Educational Research Foundation to provide additional curricula and training sessions to early care and education providers participating in the Curricula Learning Community Program in Miami-Dade County.
  - O. Verdeja moved to approve the motion.
  - Motion was seconded by Y. Johnson.
  - Motion was unanimously passed.
- Motion to approve Resolution 11172011-01 to ratify the verbal consent given to the President and CEO to execute an emergency lease with Quest Workspace 2525 Ponce LLC, starting Friday, November 18, 2011 through January 31, 2012.
  - Y. Johnson moved to approve the motion.
  - Motion was seconded by O. Verdeja.
  - Motion was unanimously passed.
- O. Verdeja stated that the ELC needs to be very diligent with logging all the insurance expenses.
- E. Torres stated that the ELC has been in touch with a public adjustor. They are professionals in creating a log of every single item that is allowed under insurance. In the meantime, T. Alonso has a log of all the items to date. Accounting codes have been set up for the flood, insurance companies, what the landlord is responsible for paying, and what the ELC pays. It's all under one fund but there is a code for who is actually funding the expense.

### IV. Auditor's General Report

Octavio A. Verdeja, Jr.

- E. Torres report comes in result of the bill to move coalitions under the building of education. The draft report was released yesterday. The exit review was this week, giving us 30 days to respond to their report. We will be responding to them together with the Office of Early Learning. The report was complimentary to the governance, which is one of our concerns. There is lack of monitoring of the Office of Early Learning, including outcomes, etc. In terms of our own coalition, a few things were mentioned. One concern was that children are not prioritized by categories on the waitlist. For us to go through an eligibility process with each of these families is a lot of money to spend for something that may never materialize. Another finding is that the ELC did not provide parent handbooks and that there is no proof of parents receiving materials. They would like parents to sign off on them. They would like us to print handbooks, but will really cut away at the 4% admin budget we have in VPK. For Monroe County, we wouldn't be able to do it. We would have to shut down VPK in Monroe. Another finding, travel forms must have better documentation. They'd like to see specifically what the



benefit for the travel is. For our programs, survey of customer satisfaction was generally satisfied with the services. The quality rating system has been left up to the coalitions, and they want the State to create some sort of quality rating system. E. Torres stated that once he goes through the final report, the ELC will respond to them and clean up the report as we always do with any of these items. All in all, negative toward the State, complimentary with the governance, and critical of some of the procedures and expenses for the coalitions.

<b>V. Public Comment</b>	<b>Octavio A. Verdeja, Jr.</b>
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<b>V. Adjourn</b>	<b>Octavio A. Verdeja, Jr.</b>
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