



# Minutes

Finance Committee Meeting  
 Date: January 30, 2013; Time: 8:30AM  
 Early Learning Coalition Board Room

**Board Attendees:** Esther Jacobo Finance Chair; Octavio A. Verdeja, Jr. Board Chair, (via conference call); Theresa Axford, (via conference call); Helene J. Good, (via conference call)

**Staff Attendees:** Evelio Torres (President/CEO); Angelo Parrino; Mercy Castiglione; Jose Hernandez; Christina Vila; Milton Silvera; Kendra Link; Mary Williams; Ana Rodriguez; Fred Hicks; Leeana Sanchez; Pam Hollingsworth; Bethany Sands; Sandra Gonzalez; Aileen Martinez; Natalia Delgado; Kerry Allen

<b>I. Welcome and Introductions</b>	<b>Finance Chair</b>
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- Esther Jacobo, Finance Chair, called the meeting to order and welcomed everyone.

<b>II. Approval of Minutes</b>	<b>Finance Chair</b>
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- Finance Chair, called for the approval of the minutes for December 2012.
  - O. Verdeja moved to approve the minutes.
  - Motion was seconded by T. Axford
  - Motion was unanimously passed.

<b>III. Financial Statements</b>	<b>Finance Chair</b>
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- E. Jacobo explained the Statement of Financials and the Budget Variances. Nothing else to report on the financials. There is a small surplus and unless there are any other questions of the statements, we can move forward.
- No further questions were asked.



### III. Resolutions

Finance Chair

Resolution 01302012-01 authorizing the President and CEO to release competitive solicitations (i.e., request for proposals (RFP), invitation to negotiate (ITN), invitation to bid (ITB), and/or request for quotes (RFQ) for the service transition-related procurements listed in the background section of this resolution. The total amount of the competitive solicitations will not exceed \$1,603,000.00, subject to availability of funding.

The background of this resolution has the proposed dollar amounts.

- o O. Verdeja moved to approve the motion.
- o Motion was seconded by T. Axford.
- o Motion was unanimously passed.

Resolution 01302013-02 authorizing the President and CEO to negotiate and execute an amendment to contract C12-110 with The Children's Forum, Inc. to provide funding towards a career advisor position that services early care and education providers enrolled in the Quality Counts Program. The amendment requests an amount not to exceed \$31,571.00 for a new total amount not to exceed \$322,461.12, subject to approval for legal sufficiency and form.

H. Good asked to please define the position.

P. Hollingsworth stated that this is an addition to a part-time career advisor position. The Children's Trust supports The Children's Forum to do some additional work with the providers.

- o O. Verdeja moved to approve the motion.
- o Motion was seconded by T. Axford.
- o Motion was unanimously passed.

Resolution 01302013-03 authorizing the President and CEO to release a request for proposals (RFP) for assessment services to support Quality Counts as further specified in the background section of this resolution. The total amount of the RFP will not exceed \$671,000.00, subject to availability of funding.

A. Parrino stated that this is funded 100% by The Children's Trust. The Coalition is aligning the contracts, it's more of a budgetary issue.

E. Torres stated, through this RFP we hope to do more service for less money.

- o T. Axford moved to approve the motion.
- o Motion was seconded by O. Verdeja.
- o Motion was unanimously passed.



Resolution 01302013-04 authorizing for the President and CEO to receive and execute Florida Department of Education's Voluntary Pre-Kindergarten (VPK) assessment implementation grant/contract. The grant is a not to exceed amount of \$184,120.00, subject to approval for legal sufficiency and form.

- o O. Verdeja moved to approve the motion.
- o Motion was seconded by T. Axford.
- o Motion was unanimously passed.

Resolution 01302013-05 authorizing the President and CEO to increase the spending threshold from \$35,000 to \$65,000 for commodities and services in accordance with Coalition policies and procedures and applicable law without requiring Board approval. The Coalition will provide a monthly report to the Board on any contracts executed between the \$35,000 and \$65,000 threshold. In addition, this resolution request authorization for the President and CEO to increase the renewal period from three (3) years for contracts for commodities and contractual services to a period that may not exceed five (5) years or the term of original contract in accordance with applicable policies and law.

Finance Chair stated, this was a change in how much the Coalition can spend without coming to the Board for approval. We will have a report at the end of every month showing the Board expenditures over \$35,000.00.

E. Torres stated, we may want to add approval from the Executive Comm. also.

O. Verdeja wants to be clear that it's the expenditures, not the check.

E. Torres stated, the expenditures is per contract, we can word it in a way that is clear on our policy in case we are not here at some future point.

O. Verdeja stated that he would like for the month of April and May a special Finance Comm. meeting dedicated 100% to the transition.

E. Torres said that he will send the Finance Comm. meeting the Coalition's task list for a successful transition and monthly reports to the Board meetings.

- o O. Verdeja moved to approve the motion.
- o Motion was seconded by T. Axford.
- o Motion was unanimously passed.



<b>IV. Informational Items</b>	<b>Finance Chair</b>
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**Snapshots:** The snapshots were reviewed for Monroe and Miami-Dade County by the Finance Chair.

For Miami-Dade the total amount of children served for the month of December 2012 is 28,956. The waitlist as of January 22, 2013 is 12,792 children. The Coalition would like to serve more AT Risk children, this is an important group to prioritize and therefore we are keeping a very close eye on the numbers.

For Monroe the total amount of children served is 663. The waitlist as of January 15, 2013 is 88 children. This has been the highest Monroe County has had.

**Project Update- Bringing Services In-House:** The President and CEO gave a brief update on bringing services in-house.

The Finance committee meeting was originally suppose to take place in Key West and Wesley House was scheduled to present to the Board a plan to see if they could achieve the savings and how they would continue to provide the quality that they are providing under a reduced budget for the School Readiness and VPK program.

Wesley House sent us a letter last Friday indicating that they felt they could not achieve the efficiency and it would be unnecessary to meet in Key West. What they presented in the letter is that they are committed to working with the Coalition to make the transition as smooth as possible by June 30, 2013. That is where we are currently are today. We are here meeting with our staff in the Keys and we are going to see a couple of available sites. We just wanted to start that process.

The Keys will actually be much easier to transition on July 1, 2013. We are going to start working with Wesley House to see if we can start some of the transition early, it's one of the things we are going to discuss with Doug this morning.

For the Miami-Dade County the transition is July 1st. 2013. We have started different work groups that are each headed by a member of the Coalition's leadership team to visit 6 other Coalitions throughout the state. We have received and number of documents and technical assistance from OEL and they have also offered to be in Miami part of the month of June and part of the month of July to assist in the transition if necessary.



Other Coalitions have also offered their staff and technical support in case we need it. We are looking at both the temporary stage and the permanent stage. What we mainly need is the EFS Server, we need to ability to schedule family performance and we need staff to do the eligibility. We heard that we will not have ELIS until October 1, 2013. We are committed to working with other Coalitions to make this transition as smooth as possible.

**IV. Meeting Adjourn**

**Finance Chair**