



Finance Committee Meeting  
June 1<sup>st</sup>, 2016; 10:00 AM  
Early Learning Coalition Board Room

**Committee Attendees:** Robert Eadie (via conference call); Adrian Alfonso; Theresa Axford (via conference call); Alex Soto (via conference call); Philip Gassman (via conference call)

**Absent Committee:**

**Staff Attendees:** Mercy Castiglione; Lisney Badillo; Marie-Jose Sanchez; Angelo Parrino; Lisa Sanabria; Evelio Torres; Jackye Russell; Juan Castillo; Pamela Hollingsworth; Jose Hernandez; Fred Hicks; Anabel Espinosa

**I. Welcome and Introductions** **Robert Eadie**

- R. Eadie called the meeting to order and welcomed everyone. Quorum was established.

**II. Approval of Minutes** **Robert Eadie**

- Motion to approve minutes by A. Alfonso.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.

**III. Financial Statements** **Robert Eadie**

- M. Castiglione reviewed the finance statements and stated that it was business as usual.

**IV. Resolutions** **Robert Eadie**

- Resolution 06012016-01 authorizes the President and CEO to release a Request for Proposal for Environmental Assessment services for Miami-Dade and Monroe Counties. Fiscal Impact: The Contract amount shall not exceed \$797,358.00 which is subject to availability of funding. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning/Miami-Dade County Public Schools/ Administration for Children and Families U.S. Department of Health and Human Services, and The Children's Trust.
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by B. Eadie.
  - Motion was unanimously passed.



- Resolution 06012016-02 authorizes the President and CEO to release a Request for Proposal for phone service support and maintenance. Fiscal Impact: A total amount not to exceed \$300,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: A-Pool
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.
  
- Resolution 06012016-03 this resolution presents RFP#ELCMDM2015-04 (Customer Service Training) recommendation to cancel the RFP based on the consideration described in the background section of this Resolution. Fiscal Impact: N/A Funding Source: N/A
- RFP#ELCMDM2015-04 was released as the result of discussions at the 2015 Board of Directors Strategic Planning Retreat. The request for customer service training for staff stemmed from the transition to in-house services that included challenges with staffing and the telephone system. Proposals were received and scored by an Evaluation Committee. Since the last board retreat, the ELC's Professional Development Institute has matured, additional staff have been hired and trained, and a new telephone system was purchased. The number of customer complaints are minimal, considering the number of parents and providers served. The wait time at the heavily staffed call center is usually zero. Considering the low number of customer complaints and the establishment of the Professional Development Institute, the expense no longer seems justifiable. The Professional Development Institute is able to provide customer service training directly or to outsource to individual contractors. Staff recommend that RFP#ELCMDM2015-04 be cancelled
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by T. Axford.
  - Motion was unanimously passed.
  
- Resolution 06012016-04 authorizes the President and CEO to negotiate and execute an amendment to Contract PSA15-38 with Nonprofit Technologies Incorporated. Fiscal Impact: The contract amount increases by \$13,325.00 for a total contract amount not to exceed \$52,537.00 for the fiscal year 2015-2016, which is subject to the availability of funding. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.
  
- Resolution 06012016-05 authorizes the President and CEO to release a Request for Proposal for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: The contract is not-to-exceed \$300,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form and which is subject to the availability of funds. Funding Source: All funding sources.



- Motion to amend amount to not-to-exceed \$100,000.00.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.
  
- Resolution 06012016-06 authorizes the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool Youngsters in Monroe County (HIPPY). Fiscal Impact: The contract is not to exceed \$70,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning.
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.
  
- Resolution 06012016-07 authorizes the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool Youngsters in Collier County (HIPPY). Fiscal Impact: The contract is not to exceed \$80,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning.
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.
  
- Resolution 06012016-08 Authorize the President and CEO to negotiate, execute the renewal of contracts and receive funds from the grantors listed herein for the fiscal year 2016-2017 in the amount of \$7,002,318.00. Fiscal Impact: A total amount of approximately \$7,002,318.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: All Funding Sources.
  - Motion to approve resolution by A. Alfonso.
  - Motion seconded by T. Axford.
  - Motion was unanimously passed.
  
- Resolution 06012016-09 authorizes the President and CEO to apply, execute, and receive funds from The Department of Health and Human Services Administration for Children and Families for The Early Head Start Program. Fiscal Impact: A total amount of approximately \$167,309.00 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.



- Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.
- Resolution 06012016-10 Authorize the President and CEO to negotiate, execute and receive funds for the Initial Budget for Fiscal Year 2016-2017 in the amount of \$189,180,930.83. Fiscal Impact: \$189,180,930.83. Funding Source: All Funding Sources.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by T. Axford.
  - Motion was unanimously passed.
- Resolution 06012016-11 authorizes the President and CEO to release a Request for Proposal for Developmental Screening Follow up and Inclusion. Fiscal Impact: The contract is a not-to-exceed \$950,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning / The Children's Trust / Miami Dade County Public School.
  - Motion to approve resolution by B. Eadie.
  - Motion seconded by A. Alfonso.
  - Motion was unanimously passed.
- Resolution 06012016-12 Authorize the President and CEO to release a Request for Proposal for a Social Emotional Services Program. Fiscal Impact: The contract is a not-to-exceed \$200,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning, Administration for Children and Families U.S. Department of Health and Human Services.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.

**V. Informational Items**

**Robert Eadie**

- A. Parrino stated that the MDC waitlist continues to grow.
- A. Parrino stated that Monroe County's wait list remains at 0 and no wait list is anticipated.

**VI. Adjourn**

**Robert Eadie**