



**FINANCE COMMITTEE MEETING**  
**August 26<sup>th</sup>, 2015 at 9:15 am**  
**ELC Board Room**

- |      |  |              |
|------|--|--------------|
| I.   | Welcome & Introductions                                | Robert Eadie |
| II.  | Approval of Minutes                                    | Robert Eadie |
|      | A. Motion to approve minutes for the month of May 2015 |              |
| III. | Financial Statements                                   | Robert Eadie |
| IV.  | Resolutions  | Robert Eadie |
| V.   | Information Items                                      | Robert Eadie |
|      | A. Slot Utilization                                    |              |
| VI.  | Meeting Adjourn  | Robert 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 29<sup>th</sup>, 2015; 9:15 AM  
 Early Learning Coalition Board Room

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

**Committee Absentees:** Philip Gassman

**Staff Attendees:** Evelio Torres, CEO; Angelo Parrino; Aileen Martinez; Lisa Sanabria; Lisney Badillo; Mercy Castiglione; Sandra Gonzalez; Jackye Russell; Pamela Hollingsworth

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

- Robert 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 T. Axford.
  - Motion was unanimously passed.

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

- R. Eadie reviewed the financial statements and stated it was business as usual.

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

- Resolution 07292015-01 Authorize the President and CEO to receive and execute the grant agreement and/or contract with The Department of Children and Families, Refugee Services. Fiscal Impact: The contract is a not-to-exceed amount of \$2,000,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
  - Motion to approve resolution by A. Eckstein
  - Motion seconded by R. Beasley.
  - Motion was unanimously passed.



- Resolution 07292015-02 Authorize the President and CEO to negotiate, receive funds and execute The Children’s Trust Leverage and Match contract. Fiscal Impact: The contract is a not-to-exceed amount of \$480,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
  - Motion to approve resolution by A. Eckstein
  - Motion seconded by H. Carruthers.
  - Motion was unanimously passed.
  - C. Auslander declared COI
  
- Resolution 07292015-03 Authorize the President and CEO to negotiate, receive funds and execute the contract with The Children’s Trust for Quality Rating Improvement System (“QRIS”). Fiscal Impact: The contract is a not-to-exceed amount of \$3,800,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
  - Motion to approve resolution by R. Beasley
  - Motion seconded by A. Eckstein.
  - Motion was unanimously passed.
  - C. Auslander declared COI
  
- Resolution 07292015-04 Authorize the President and CEO to release the invitation to negotiate (ITN) for Customer Service Training services listed in the background section of this resolution. Funding Source: SR/VPK/TAP/Refugee
  - Motion to approve resolution by M. Zapata
  - Motion seconded by H. Carruthers
  - Motion was unanimously passed.
  
- Resolution 07292015-05 Authorize the President and CEO to issue an Invitation to Negotiate (ITN) for a Public Awareness and Outreach campaign listed in the background section of this resolution. Funding Source: SR/VPK/TAP/Refugee
  - Motion to approve resolution by H. Carruthers
  - Motion seconded by A. Eckstein.
  - Motion was unanimously passed.
  
- Resolution 07292015-06 Authorize the President and CEO to respond to the School Board of Miami-Dade County’s Request for Proposals (RFP) for an Agency to provide Teenage Parent Program (TAPP) Child-Care Services for Children who meet legislative eligibility. Fiscal Impact: TBA
  - Motion to approve resolution by A. Eckstein
  - Motion seconded by R. Beasley
  - Motion was unanimously passed



- Resolution 07292015-07 Authorize the President and CEO to respond to the School Board of Miami-Dade County's Request for Proposals (RFP) for an Agency to provide Diversity Training Services. Fiscal Impact: TBA
  - Motion to approve resolution by A. Eckstein
  - Motion seconded by M. Zapata
  - Motion was unanimously passed
  
- Resolution 07292015-08 Authorize the President and CEO to respond to the Health Foundation of Florida's request for proposals (RFP) for an Agency to provide nutrition and health services. Fiscal Impact: The grant/contract amount resulting from the request for proposal award shall not exceed \$150,000.00.
  - Motion to approve resolution by R. Benford
  - Motion seconded by A. Eckstein
  - Motion was unanimously passed
  
- Resolution 07292015-09 Authorize the President and CEO to negotiate and execute the lease for the Redetermination Unit listed in the background section of this resolution. Fiscal Impact: TBA
  - Motion to approve resolution by R. Beasley
  - Motion seconded by H. Carruthers
  - Motion was unanimously passed
  
- Resolution 07292015-10 Authorize the President and CEO to apply for a license, negotiate, and receive funds from the Florida HIPYPY Training and Technical Assistance (T&TA) Center and execute the Home Instruction for Parents of Preschool Youngsters (HIPYPY) Contract for Monroe County. Fiscal Impact: The contract is a not-to-exceed amount of \$60,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
  - Motion to approve resolution by M. Zapata
  - Motion seconded by H. Carruthers
  - Motion was unanimously passed
  
- Resolution 07292015-11 Authorize the President and CEO to apply for a license, negotiate, and receive funds from the Florida HIPYPY Training and Technical Assistance (T&TA) Center and execute the Home Instruction for Parents of Preschool Youngsters (HIPYPY) Contract for Collier County.
 

Fiscal Impact: The contract is a not-to-exceed amount of \$110,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.

  - Motion to approve resolution by R. Beasley
  - Motion seconded by J. Schaechter
  - Motion was unanimously passed
  
- Resolution 07292015-12 Authorize the President and CEO to accept from OEL the following Notice of Awards:
 

The Final NOA for School Readiness FY 14-15 bringing the Total Coalition Award to \$105,286,272.



The Final NOA for VPK FY 14-15 bringing the Total Coalition Award to \$56,515,059.

Funding Source: SR/VPK

- Motion to approve resolution by R. Beasley
  - Motion seconded by M. Zapata
  - Motion was unanimously passed
- Resolution 07292015-13 Authorize the President and CEO to accept from OEL the following Notice of Awards:

The First Notice of Award for School Readiness FY 15-16 is \$111,810,470. This includes: (1) Base (FY 14-15) \$106,806,203.00 (2) New Money \$961,305.00 (3) CCEP FY 15-16 \$2,333,472.00 (4) CCEP FY 14-15 \$1,709,490.00 TOTAL 111,810,470.00

The First Notice of Award for VPK for FY 15-16 is \$58,392,739.

Funding Source: SR/VPK

- Motion to approve resolution by A. Eckstein
  - Motion seconded by H. Carruthers
  - Motion was unanimously passed
- V. Informational Items** **Robert Eadie**
- B. Eadie reviewed snapshots waitlist in Monroe County has remained at “0” for the past two years. Miami –Dade waitlist is 3500 but letter will be sent out the upcoming week to eliminate the waitlist.
- E. Torres stated that the call center foresee an increase in wait time due to the letter being sent out.

**VI. Adjourn**

**Robert Eadie**

**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Financial Position**

*(In thousands \$000)*

	<b>Unaudited As of 7/31/2015</b>
	<hr/>
<b>Assets</b>	
Cash & Cash Equivalents	3,917
Grants Receivable	23,698
VPK Prepayment	231
Property and Equipment, Net	190
Other Assets	340
	<hr/>
Total Assets	<b>\$ 28,377</b>
	<hr/> <hr/>
<b>Liabilities</b>	
Accounts Payable	1,571
Advances Due to OEL & Other	14,805
VPK Prepayment	231
Deferred Revenues	189
Accrued Expenses & Other Liabilities	10,516
Total Liabilities	27,313
	<hr/> <hr/>
<b>Net Assets</b>	
Unrestricted	481
Temporarily Restricted	583
Total Net Assets	1,064
	<hr/> <hr/>
Total Liabilities and Net Assets	<b>\$ 28,377</b>
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**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Activities**  
*(In thousands \$000)*

	YTD		
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>7/31/2015</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 10,274	\$ 10,274
Contributions and Other	0	0	0
Net Assets Released from Restrictions	<u>10,259</u>	<u>(10,259)</u>	<u>0</u>
 Total Support and Revenues	 10,259	 14	 10,274
<b>Expenses</b>			
Early Education Services	9,936		9,936
Administration	<u>328</u>		<u>328</u>
 Total Expenses	 <u>10,264</u>	 <u>0</u>	 <u>10,264</u>
 <b>Change in Net Assets</b>	 (5)	 14	 10
 <b>Beginning Net Assets</b>	 486	 568	 1,054
 <b>Ending Net Assets</b>	 <u>\$ 481</u>	 <u>\$ 583</u>	 <u>\$ 1,064</u>

**Early Learning Coalition of Miami-Dade and Monroe Counties  
Supplemental Information  
Use of Unrestricted Funds (Whole Dollars)**

	<u>Jul-15</u>	<u>YTD Jul-15</u>
<b>Revenues:</b>		
Vending Machine Commission/Rebates	48	48
Interest Earned		
Donation & Other		
<b>Total Revenues</b>	<b>\$ <u>48</u></b>	<b>\$ <u>48</u></b>
<b>Expenditures:</b>		
Community Outreach and Marketing		
Business/Board Meetings/Operational	5,648	5,648
Miscellaneous		
<b>Total Expenditures</b>	<b>\$ <u>5,648</u></b>	<b>\$ <u>5,648</u></b>
<b>Net Change in OTUNR</b>	<b>\$ <u>(5,600)</u></b>	<b>\$ <u>(5,600)</u></b>
<b>Beginning Balance</b>	<b>\$ 59,142</b>	<b>\$ 59,142</b>
<b>Ending Balance</b>	<b>\$ <u>53,542</u></b>	<b>\$ <u>53,542</u></b>



**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 7/31/2015</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	832	265	1096
Direct Child Care Services	8987	0	8987
Contracted Services-Subrecipients	0	0	0
Dues & Subscriptions	0	0	0
Occupancy Costs	28	1	28
Telephone & Communications	13	6	20
Equipment Repair & Maintenance	1	0	1
Postage & Freight	5	0	5
Printing	10	0	10
Professional Fees	10	2	12
Travel & Transportation Expenses	1	9	10
Program Supplies	8	0	8
Meetings & Conferences	7	1	7
Insurance-General & Liability	0	0	0
Office	33	42	75
Other Administrative Costs	13	1	14
<b>Total Expenses</b>	<b>\$ 9,945</b>	<b>328</b>	<b>10,274</b>

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

	<b>Preliminary YTD 7/31/2015</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	10
<b>Adjustments to reconcile change in net cash provided by Operating activities:</b>	
Depreciation Expense	
 (Increase) Decrease in Assets:	
Grants Receivables	(10,305)
Other Assets	(139)
VPK Prepayment	(231)
 Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(575)
Other Accrued Expenses & Other Payables	(2,448)
Advances Due to OEL	14,856
Advances Due to Other Grantors	0
Deferred Revenues	(3)
<b>Total Adjustments</b>	<b>1,154</b>
 <b>Net Cash Flows From Operating Activities</b>	 <b>1,164</b>
 <b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
 <b>Net Cash Flows From Investing Activities</b>	 <b>0</b>
 Change in Cash	1,164
 Cash - Beginning of Period	2,753
 <b>Cash Balance End of Period</b>	 <b>\$ 3,917</b>

**BUDGET VARIANCE  
JULY 2015  
In 000'S**

SCHOOL READINESS					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	111,810	10,923	10,923	90.23%	91.67%
<b>EXPENDITURES</b>					
Salary and Fringe	10,383	827	827	92.03%	
Child Care Services	96,029	9,948	9,948	89.64%	
Contractual Services	3,027	2	2	99.93%	
Occupancy	1,241	64	64	94.85%	
Travel/Conf/Dev	87	9	9	90.00%	
Program Activity	651	11	11	98.38%	
IT	211	46	46	78.27%	
Other	182	17	17	90.64%	
<b>TOTAL EXP</b>	<b>111,810</b>	<b>10,923</b>	<b>10,923</b>	<b>90.23%</b>	<b>91.67%</b>

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	58,393	538	538	99.08%	91.67%
<b>EXPENDITURES</b>					
Salary and Fringe	1,107	107	107	90.37%	
Child Care Services	56,627	426	426	99.25%	
Contractual Services	122			99.95%	
Occupancy	185	1	1	99.43%	
Travel/Conf/Dev	15			99.84%	
Program Activity	75			100.00%	
IT	216	3	3	98.65%	
Other	46	1	1	97.87%	
<b>TOTAL EXP</b>	<b>58,393</b>	<b>538</b>	<b>538</b>	<b>99.08%</b>	<b>91.67%</b>

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	10,785	250	250	97.68%	91.67%
<b>EXPENDITURES</b>					
Salary and Fringe	2,775	100	100	96.38%	
Child Care Services	5,850	142	142	97.58%	
Contractual Services	651			99.96%	
Occupancy	504	2	2	99.58%	
Travel/Conf/Dev	80			99.47%	
Program Activity	865	5	5	99.47%	
IT	18	1	1	95.16%	
Other	41			100.00%	
<b>TOTAL EXP</b>	<b>10,785</b>	<b>250</b>	<b>250</b>	<b>97.68%</b>	<b>91.67%</b>

OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	4,930	165	165	96.64%	
Refugee	2,000	161	161	91.93%	
Teen Parent	405	1	1	99.76%	
Other	648	30	30	95.40%	
	<b>7,983</b>	<b>358</b>	<b>358</b>	<b>95.52%</b>	<b>91.67%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	796	59	59	92.55%	
Child Care Services	3,347	266	266	92.05%	
Contractual Services	2,999	10	10	99.68%	
Occupancy	246			100.00%	
Travel/Conf/Dev	20	9	9	55.67%	
Program Activity	525			100.00%	
IT	15	1	1	93.33%	
Other	36	3	3	90.70%	
<b>TOTAL EXP</b>	<b>7,983</b>	<b>348</b>	<b>348</b>	<b>95.64%</b>	<b>91.67%</b>
<b>NET</b>	<b>-</b>	<b>9</b>	<b>9</b>		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	170,203	11,461	11,461	93.27%	
Office of Head Start	10,785	250	250	97.68%	
The Children's Trust	4,930	165	165	96.64%	
Refugee	2,000	161	161	91.93%	
Teen Parent	405	1	1	99.76%	
Other	648	30	30	95.40%	
<b>TOTAL REVENUE</b>	<b>188,971</b>	<b>12,069</b>	<b>12,069</b>	<b>93.61%</b>	<b>91.67%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	15,061	1,094	1,094	92.74%	
Child Care Services	161,853	10,782	10,782	93.34%	
Contractual Services	6,799	12	12	99.82%	
Occupancy	2,176	67	67	96.92%	
Travel/Conf/Dev	201	18	18	91.12%	
Program Activity	2,116	15	15	99.28%	
IT	460	51	51	89.00%	
Other	305	21	21	93.00%	
<b>TOTAL EXP</b>	<b>188,971</b>	<b>12,059</b>	<b>12,059</b>	<b>93.62%</b>	<b>91.67%</b>
<b>NET</b>	<b>22</b>	<b>10</b>	<b>10</b>		



**Early Learning Coalition Finance Committee Meeting**

**August 26, 2015**

**Resolution: 08262015-01**

**Action Requested: Authorize the President and CEO to negotiate and execute the lease for the permanent location of the Neighborhood Place Early Head Start, a division of the Early Learning Coalition of Miami-Dade/Monroe, Inc., in accordance with the background section of this resolution.**

**Fiscal Impact: Not to exceed market rate.**

**Funding Source: Early Head Start**

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**RESOLUTION NO. 08262015-01**

**AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE THE LEASE LISTED IN THE BACKGROUND SECTION OF THIS RESOLUTION. THE TOTAL AMOUNT OF THE LEASE IS SUBJECT TO AVAILABILITY OF FUNDING.**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,  
 NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board authorizes the President and CEO to negotiate and execute the lease listed in the background section of this resolution. The total amount of the lease is subject to availability of funding.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 8<sup>th</sup> day of September, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
BOARD SECRETARY

## Background

This resolution is requesting authorization for the President and CEO to negotiate and execute the lease listed in the chart below. The leased premises will serve as the primary location for the Neighborhood Place Early Head Start, a division of the Early Learning Coalition of Miami-Dade/Monroe, Inc. The total amount of the lease is subject to availability of funding.

<b><u>LEASE DETAILS</u></b>		
<b>Lease</b>	<b>Term</b>	<b>Square Footage</b>
Edison Plaza Lease Offices #2 & #3	September 2015 to August 2020	NTE 4,394 sq. ft.



**Early Learning Coalition Finance Committee Meeting**

**August 26, 2015**

**Resolution: 08262015-02**

**Action Requested:** Authorize the President and CEO to negotiate and execute an amendment to Contract PSA15-109 with Bluejean Software, Inc.

**Fiscal Impact:** The contract amount increases by \$41,700.00, for a total contract amount not to exceed \$241,700.00 for the fiscal year 2015-2016, which is subject to the availability of funding.

**Funding Source:** SR/VPK/TAP/Refugee

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**RESOLUTION NO. 08262015-02**

**AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT C15-109 WITH BLUEJEAN SOFTWARE, INC. THE AMENDMENT WILL NOT EXCEED \$241,700.00, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board authorizes the President and CEO to negotiate and execute an amendment to Contract C15-109 with Bluejean Software, Inc. The amendment will add \$41,700.00, for a total contract amount not to exceed \$241,700.00 for fiscal year 2015-2016, which is subject to the availability of funding.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 8<sup>th</sup> day of September, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_

BOARD SECRETARY



## Background

On July 1, 2015, the Early Learning Coalition of Miami-Dade/Monroe County entered into a contract with Bluejean Software, Inc. for the provision of Provider Portal Hosting and Dashboard and Enhancement Services. The initial contract amount was \$200,000.00, inclusive of travel and related expense. The proposed amendment will increase the contract by \$41,700.00, for additional services detailed in the below table, for a total contract amount of \$241,700.00, subject to the availability of funding.

Item	Cost Description	Quantity/Hrs	Estimate Monthly Cost/Rate	Total Contract Cost
Provider Portal IV - ASQ-Public Utility Support / Maintenance / Hosting	Not to exceed \$420/month	10 months	\$420.00	\$4,200.00
Provide ASQ-Public Utility: to allow providers the ability to record, store, and input ASQ-3 screenings for non-SR children who attend their centers. Design, Develop, Test, and Deploy ASQ-Public Utility with the coordination and cooperation of the Coalition's Inclusion and MIS Department, and Executive Leadership Team. (Schedule to Launch on Nov. 20, 2015)	Not to exceed 300 hours for the term of the contract@ \$125 per hr	10 Months	\$3,750.00	\$37,500.00
			TOTAL	\$41,700.00



**Early Learning Coalition Finance Committee Meeting**

**August 26, 2015**

**Resolution: 08262015-03**

**Action Requested:** Authorize the President and CEO to release a Request for Proposal, select a vendor, negotiate and execute the contract for professional development for our Early Head Start infant/toddler teachers.

**Fiscal Impact:** The contract is a not-to-exceed amount of \$302,140.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.

**Funding Source:** The Department of Health and Human Services, Administration for Children and Families, Office of Head Start

<b>Strategic Goal:</b>	<input checked="" type="checkbox"/> Neediest Children <input checked="" type="checkbox"/> Youngest Children <input checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> Providers <input type="checkbox"/> Internal Capacity <input checked="" type="checkbox"/> Funding
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**Resolution: 08262015-03**

**AUTHORIZATION FOR THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL, SELECT A VENDOR, NEGOTIATE AND EXECUTE THE CONTRACT FOR PROFESSIONAL DEVELOPMENT FOR OUR EARLY HEAD START INFANT/TODDLER TEACHERS. THE CONTRACT IS A NOT-TO-EXCEED AMOUNT OF \$302,140.00 FOR FISCAL YEAR 2015-2016, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board authorizes the President and CEO to release a request for proposal, select a vendor, negotiate and execute the contract

for professional development for our Early Head Start infant/toddler teachers. The contract amount is a not to exceed amount of \$302,140.00 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this \_\_\_\_\_, day of September, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
BOARD SECRETARY

**Background**

The Neighborhood Place for Early Head Start (TNPEHS), to comply with the Head Start Program Performance Standards, requires all infant/toddler teaching staff in Early Head Start classrooms to attain, at minimum, a National Child Development Associate (CDA) Credential from the Council for Professional Recognition within 18 months of service, by July 31, 2016. This credential requires a minimum of 120 hours of relevant early childhood coursework.

The selected vendor will provide for-credit college coursework for Early Head Start infant/toddler teachers employed by The Neighborhood Place for Early Head Start Education Partnership Sites.

The courses will be offered on weekday evenings and Saturdays, and in English and Spanish to ensure all participants can fully participate. Participants will receive college credits for completing this CDA course model.



**Early Learning Coalition Finance Committee Meeting**

**August 26, 2015**

**Resolution: 08262015-04**

**Action Requested:** Authorize the President and CEO to release another Request for Proposal (RFP) for Subrecipient Financial Monitoring Services.

**Fiscal Impact:** The contract is a not-to-exceed amount of \$170,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.

**Funding Source:** School Readiness

**Strategic Goal:**

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

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**Resolution: 08262015-04**

**AUTHORIZATION FOR THE PRESIDENT AND CEO TO RELEASE ANOTHER REQUEST FOR PROPOSAL (RFP) FOR SUBRECIPIENT FINANCIAL MONITORING SERVICES. THE CONTRACT IS A NOT-TO-EXCEED AMOUNT OF \$170, 000 FOR FISCAL YEAR 2015-2016, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board authorizes the President and CEO to release another Request for Proposal (RFP) for Subrecipient Financial Monitoring Services. The contract amount is a not to exceed amount of **\$170,000** and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this \_\_\_\_\_, day of September, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
BOARD SECRETARY

**Background**

On April 6, 2015, the Early Learning Coalition of Miami-Dade/Monroe County awarded the proposal for Subrecipient Financial Monitoring Services to BDO, USA, LLP. After discussion on contract terms and conditions, the Coalition and BDO USA, LLP agreed not to proceed with a contractual agreement. The second highest scorer of the RFP for this service could not be considered due to conflicts of interests because they were awarded a contract for the Coalition's single audit under a different RFP.

<b>LEASE COST</b>		
<b>Year</b>	<b>Cost per Square Feet</b>	<b>Estimate Annual Cost</b>
Year 1	\$28.00	\$123,032.00
Year 2	\$24.00	\$105,456.00
Year 3	\$24.72	\$108,619.68
Year 4	\$25.46	\$111,871.24
Year 5	\$26.22	\$115,210.68
<b>TOTAL AMOUNT - NOT TO EXCEED</b>		<b>\$564,189.60</b> <b>(excluding amounts for Tenant Broker and Real Estate Consulting Services)</b>





**Early Learning Coalition Finance Committee Meeting**

**August 26, 2015**

**Resolution: 08262015-05**

**Action Requested:** To approve the Coalition's First Amendment to the Annual Budget for the fiscal year 2015-2016.

**Fiscal Impact:** Increasing the Approved Initial Annual Budget by \$1,143,865.00

**Funding Source:** Florida Department of Education

**Strategic Goal:**

- |  |   |
|--|---|
| <input type="checkbox"/> Neediest Children | <input type="checkbox"/> Providers          |
| <input type="checkbox"/> Youngest Children | <input type="checkbox"/> Internal Capacity  |
| <input type="checkbox"/> Educate All       | <input checked="" type="checkbox"/> Funding |

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**Resolution: 08262015-05**

**APPROVAL OF FISCAL YEAR 2015-2016 BUDGET AMENDMENT #1, INCREASING THE APPROVED INITIAL ANNUAL BUDGET FOR FISCAL YEAR 2015-2016 OF \$187,827,017.00 BY \$1,143,865.00 FOR A NEW BUDGET TOTAL OF \$188,970,882.00**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board ratifies the approval of the Coalition's FIRST Budget Amendment, increasing the approved initial annual budget of \$187,827,017.00 for fiscal year 2015-2016 by \$1,143,865.00 for a new budget total of \$188,970,882.00 for fiscal year 2015-2016.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 26th, day of August, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
BOARD SECRETARY

**Background**

- An initial budget for FY15-16 was previously submitted and approved (Resolution Number 05272015-06, May 27<sup>th</sup>, 2015). The Coalition has since received formal Notices of Awards for School Readiness and VPK. This budget amendment aligns the initial budget with the Notices of Awards.

**FY 15-16  
BUDGET AMENDMENT #1**

SCHOOL READINESS			
Category	Initial Budget FY 15-16	Amendment #1 FY 15-16	Change
<b>REVENUE</b>	<b>108,465,729</b>	<b>111,810,470</b>	<b>3,344,741</b>
Child Care	96,028,576	96,028,576	-
Quality Contracts	2,151,595	2,346,944	195,349
Quality Initiatives	604,549	500,000	(104,549)
Professional Svcs	90,000	99,593	9,593
IT Contractual	205,000	290,563	85,563
Audit	178,000	157,579	(20,421)
Legal Fees	75,000	109,000	34,000
Ed/Outreach	35,000	175,000	140,000
Salary and Fringe	7,586,000	10,383,124	2,797,124
Infrastructure	903,804	1,240,592	336,788
IT	200,000	210,600	10,600
Other	281,375	182,118	(99,257)
Travel/Conf/Dev	126,830	86,781	(40,049)
<b>EXPENDITURES</b>	<b>108,465,729</b>	<b>111,810,470</b>	<b>3,344,741</b>

VPK			
Category	Initial Budget FY 15-16	Amendment #1 FY 15-16	Change
<b>REVENUE</b>	<b>60,794,000</b>	<b>58,392,739</b>	<b>(2,401,261)</b>
Child Care	58,503,547	56,627,254	(1,876,293)
Quality Contracts			-
Quality Initiatives			-
Professional Svcs	11,073	9,570	(1,503)
IT Contractual	80,337	62,000	(18,337)
Audit	46,000	35,000	(11,000)
Legal Fees	13,250	14,980	1,730
Ed/Outreach	7,971	75,000	67,029
Salary and Fringe	1,737,057	1,107,000	(630,057)
Infrastructure	214,308	185,250	(29,058)
IT	86,955	216,000	129,045
Other	73,916	45,850	(28,066)
Travel/Conf/Dev	19,586	14,835	(4,751)
<b>EXPENDITURES</b>	<b>60,794,000</b>	<b>58,392,739</b>	<b>(2,401,261)</b>

EARLY HEAD START			
Category	Initial Budget FY 15-16	Amendment #1 FY 15-16	Change
<b>REVENUE</b>	<b>10,550,800</b>	<b>10,784,786</b>	<b>233,986</b>
Child Care	6,500,000	5,850,000	(650,000)
Quality Contracts	350,000	350,000	-
Quality Initiatives	1,025,000	850,000	(175,000)
Professional Svcs	350,000	175,000	(175,000)
IT Contractual	45,000	79,083	34,083
Audit	11,500	11,500	-
Legal Fees	35,600	35,600	-
Ed/Outreach	85,000	15,000	(70,000)
Salary and Fringe	1,559,700	2,774,886	1,215,186
Infrastructure	365,000	504,480	139,480
IT	65,000	18,000	(47,000)
Other	34,000	41,237	7,237
Travel/Conf/Dev	125,000	80,000	(45,000)
<b>EXPENDITURES</b>	<b>10,550,800</b>	<b>10,784,786</b>	<b>233,986</b>

OTHER			
Category	Initial Budget FY 15-16	Amendment #1 FY 15-16	Change
<b>REVENUE</b>	<b>8,016,488</b>	<b>7,982,886</b>	<b>(33,602)</b>
Child Care	2,435,000	3,347,000	912,000
Quality Contracts	1,678,601	2,508,000	829,399
Quality Initiatives	1,732,509	525,000	####
Professional Svcs	113,548	483,750	370,202
IT Contractual	440,137		(440,137)
Audit	3,321	6,000	2,679
Legal Fees	1,030	975	(55)
Ed/Outreach	408		(408)
Salary and Fringe	1,146,172	796,286	(349,886)
Infrastructure	327,102	245,510	(81,592)
IT	33,627	15,000	(18,627)
Other	75,006	35,615	(39,391)
Travel/Conf/Dev	30,027	19,750	(10,277)
<b>EXPENDITURES</b>	<b>8,016,488</b>	<b>7,982,886</b>	<b>(33,602)</b>

QUALITY COUNTS PDN	2,600,000.00
QUALITY COUNTS ADM	1,200,000.00
HIPPY	130,000.00
TEEN PARENT	405,000.00
TCT LOCAL MATCH	480,000.00
TCT EHS MATCH	650,000.00
NEMOURS	341,000.00
REFUGEE	2,000,000.00
OTHER	35,000.00
VPK OAMI	141,886.00
	<b>7,982,886.00</b>

TOTAL	Initial Budget FY 15-16	Amendment #1 FY 15-16	Change
<b>REVENUE</b>	<b>187,827,017</b>	<b>188,970,882</b>	<b>1,143,865</b>
Child Care	163,467,123	161,852,830	(1,614,293)
Quality Contracts	4,180,196	5,204,944	1,024,748
Quality Initiatives	3,362,058	1,875,000	(1,487,058)
Professional Svcs	564,621	767,913	203,292
IT Contractual	770,474	431,646	(338,828)
Audit	238,821	210,079	(28,742)
Legal Fees	124,880	160,555	35,675
Ed/Outreach	128,379	265,000	136,621
Salary and Fringe	12,028,929	15,061,296	3,032,367
Infrastructure	1,810,214	2,175,832	365,618
IT	385,582	459,600	74,018
Other	464,297	304,820	(159,477)
Travel/Conf/Dev	301,443	201,366	(100,077)
<b>EXPENDITURES</b>	<b>187,827,017</b>	<b>188,970,882</b>	<b>1,143,865</b>

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Miami-Dade

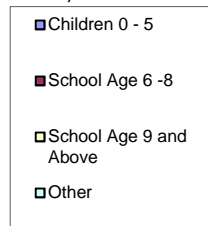
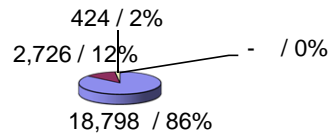
July 2015

(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - YTD	20,666
Total actual paid - July 2015	<b>20,666</b>
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 7,115
	\$ 230
Total cost (in thousands) (incl match)	<b>\$ 8,159</b>
<b>Change month over month</b>	
Total Net Increase(decrease) children	(765)
Net increase/(decrease) dollars	\$ 258
<b>Monthly Activity</b>	
Beginning Census	21,431
NET Increase/(Decrease)	(765)
<b>Total</b>	<b>20,666</b>
<b>Current Data</b>	
Enrolled As of August 17, 2015	21,544
Projected Paid for August (96% of enrolled)	20,682
<b>Ready Pool and Waitlist</b>	
Ready Pool as of August 17, 2015	-
Waitlist as of July 6, 2015	3,417
Waitlist as of June 29, 2015	3,283
Waitlist as of May 18, 2015	1,208
<b>VPK Enrolled As of August 17, 2015</b>	
Regular	5,159
Summer	277
<b>VPK Total Actual Paid - July 2015</b>	
SISP	6
Regular	-
Summer	392
<b>VPK Total Actual Paid - YTD</b>	
SISP	6
Regular	-
Summer	392

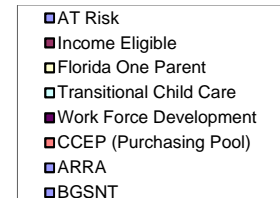
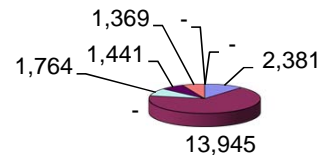
Eligibility Breakdown Type	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
AT Risk	2,381	11.39%	(193)	-7.50%	\$996.04	12.56%	\$8.11	0.82%
Income Eligible	13,945	66.72%	(437)	-3.04%	\$5,476.36	69.07%	\$169.29	3.19%
Florida One Parent	-	0.00%	-	-	\$ -	0.00%	\$ -	-
Transitional Child Care	1,764	8.44%	(122)	-6.47%	\$685.52	8.65%	\$28.08	4.27%
Work Force Development	1,441	6.89%	(122)	-7.81%	\$541.71	6.83%	\$18.02	3.44%
CCEP (Purchasing Pool)	1,369	6.55%	118	9.43%	\$229.52	2.89%	\$34.06	17.42%
ARRA	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
BGSNT	-	0.00%	-	-	\$ -	0.00%	\$0.00	-
<b>Total</b>	<b>20,900</b>	<b>100%</b>	<b>(756)</b>	<b>-3.49%</b>	<b>\$7,929.15</b>	<b>100%</b>	<b>\$257.55</b>	<b>3.36%</b>
<b>Minus 234 Duplicates</b>	<b>20,666</b>							
GOLD SEAL					\$814.40	10.27%	\$2.59	0.32%
categories above)	-	-	-	-	\$ -	-	\$0.00	-
SFW GOLD SEAL					\$ -	-	\$0.00	-
Age Break Down Type	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	4,250	19.37%	(40)	-0.93%	\$1,696.45	21.34%	\$43.40	2.63%
Toddler	3,826	17.44%	(43)	-1.11%	\$1,436.76	18.07%	\$41.10	2.95%
Three Year Old	4,206	19.17%	(4)	-0.10%	\$1,473.87	18.54%	\$60.49	4.28%
Pre-School	6,516	29.70%	(19)	-0.29%	\$2,329.81	29.31%	\$92.42	4.13%
<i>Sub-Total</i>	<i>18,798</i>	<i>85.69%</i>	<i>(106)</i>	<i>-0.56%</i>	<i>\$6,936.89</i>	<i>87.26%</i>	<i>\$237.42</i>	<i>3.54%</i>
School Age: 6 yrs	1,851	8.43%	(283)	-13.26%	\$607.85	7.65%	\$54.71	9.89%
School Age: 7 yrs	321	1.46%	(38)	-10.58%	\$99.46	1.25%	\$14.65	17.28%
School Age: 8 yrs	251	1.14%	(48)	-16.05%	\$77.43	0.97%	\$12.87	19.93%
Unduplicated School Age: 6 - 8 yrs**	2,726	12.42%	(630)	-18.77%	\$889.76	11.19%	\$37.41	4.39%
School Age: 9 yrs and above	424	1.93%	(67)	-13.65%	\$122.71	1.54%	\$14.92	13.84%
<b>School Age Total Includes 10 duplicates</b>	<b>3,150</b>	<b>14.35%</b>	<b>(697)</b>	<b>-18.12%</b>	<b>\$1,012.47</b>	<b>12.74%</b>	<b>\$52.33</b>	<b>5.45%</b>
School Age (Unduplicated)	3,140	14.31%	(664)	-17.46%	\$1,012.47	12.74%	\$52.33	5.45%
Other	-	0.00%	-3	-100.00%	\$0.00	0.00%	(\$0.33)	-100.00%
<i>Sub-Total</i>	<i>3,140</i>	<i>14.31%</i>	<i>(667)</i>	<i>-17.52%</i>	<i>\$1,012.47</i>	<i>12.74%</i>	<i>\$52.00</i>	<i>5.41%</i>
<b>Total</b>	<b>21,938</b>	<b>100%</b>	<b>(773)</b>	<b>-3.40%</b>	<b>\$7,949.36</b>	<b>100%</b>	<b>\$289.41</b>	<b>3.78%</b>
<b>Minus 1235 Duplicates</b>	<b>20,703</b>							

Children By Age Group



\*\*There are 309 5-year-old within this count.

Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

## Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Monroe

July 2015

(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - July 2015	578
Net Slot Payment and Gold Seal	\$ 211
Match (BG8 and CCEP)	\$ 4
Total cost (in thousands) (incl match)	\$ 226
<b>Change month over month</b>	
Total Net Increase(decrease) children	(52)
Net increase/(decrease) dollars	\$ 10
<b>Monthly Activity</b>	
Beginning Census	630
Net Increase/(Decrease)	(52)
<b>Total</b>	<b>578</b>

<b>Current Data</b>	
Enrolled as of August 20, 2015	617
Projected Paid for August (96% of enrolled)	592
<b>Waitlist</b>	
Waitlist as of July 27, 2015	0
Waitlist as of July 1, 2015	0
Waitlist as of May 21, 2015	0
VPK Enrolled as of August 20, 2015	55
VPK Total Actual Paid - July 2015	18

Eligibility Breakdown Type	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving % of Service Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month	% Change Prior Month	
AT Risk	143 24.32%	(1)	-0.69%	\$60.28	27.11%	\$6.81	12.74%	
Income Eligible	400 68.03%	(53)	-11.70%	\$151.96	68.33%	\$3.06	2.06%	
Florida One Parent	- 0.00%	0	-	\$ -	0.00%	\$ -	-	
Transitional Child Care	8 1.36%	-4	-33.33%	\$3.66	1.65%	(\$0.58)	-13.59%	
Work Force Development	10 1.70%	5	100.00%	\$2.22	1.00%	\$0.21	10.58%	
CCEP (Purchasing Pool)	27 4.59%	5	22.73%	\$4.27	1.92%	\$0.59	15.90%	
ARRA	- 0.00%	-	-	\$0.00	0.00%	\$0.00	-	
<b>Total</b>	<b>588 100%</b>	<b>(48)</b>	<b>-7.55%</b>	<b>\$222.39</b>	<b>100%</b>	<b>\$10.10</b>	<b>4.76%</b>	
Minus 10 Duplicates	<b>578</b>							
GOLD SEAL	- -	-	-	\$11.51	5.17%	\$1.20	11.69%	

Age Break Down Type	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Receiving % of Service Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month	
Infant	133 21.80%	6	4.72%	\$55.99	25.18%	\$3.79	7.27%	
Toddler	102 16.72%	4	4.08%	\$42.30	19.02%	\$3.11	7.93%	
Three Year Old	95 15.57%	(8)	-7.77%	\$34.45	15.49%	\$0.01	0.02%	
Pre-School	132 21.64%	(19)	-12.58%	\$45.82	20.60%	\$2.28	5.24%	
<i>Sub-Total</i>	<b>462 75.74%</b>	<b>(17)</b>	<b>-3.55%</b>	<b>\$178.56</b>	<b>80.29%</b>	<b>\$9.19</b>	<b>5.43%</b>	
School Age: 6	47 7.70%	-14	-22.95%	\$14.36	6.46%	\$0.35	2.52%	
School Age: 7	39 6.39%	(6)	-13.33%	\$11.22	5.05%	\$0.10	0.91%	
School Age: 8	38 6.23%	(9)	-19.15%	\$11.25	5.06%	\$0.74	7.06%	
School Age: 6 - 8**	130 21.31%	(38)	-22.62%	\$39.04	17.56%	(\$0.96)	-2.41%	
School Age: 9 - 10	13 2.13%	4	44.44%	\$3.32	1.49%	\$1.12	50.58%	
School Age: 11 - 12	6 0.98%	2	50.00%	\$1.46	0.66%	\$0.84	137.29%	
School Age: Other Age	0 0.00%	0	-	\$0.00	0.00%	\$0.00	-	
School Age Total	148 24.26%	(33)	-18.23%	\$43.83	19.71%	\$1.00	2.33%	
Other	- 0.00%	-	-	\$ -	0.00%	\$ -	-	
<i>Sub-Total</i>	<b>148 24.26%</b>	<b>(33)</b>	<b>-18.23%</b>	<b>\$43.83</b>	<b>19.71%</b>	<b>\$1.00</b>	<b>2.33%</b>	
<b>Total</b>	<b>610 100%</b>	<b>(50)</b>	<b>-7.58%</b>	<b>\$222.39</b>	<b>100%</b>	<b>\$10.19</b>	<b>4.80%</b>	
Minus 32 Duplicates	<b>578</b>							

\*\*There are 7 5-year-old within this count.

