



Minutes

Finance Committee Meeting
Date: February 24, 2010; Time: 8:00AM
Early Learning Coalition Board Room

- Board Attendees:** Octavio A. Verdeja Jr.(Board Chair); Gerald Schwartz, Dabney G. Park, Ph.D; Daniel Armstrong, PH.D
- Staff Attendees:** Evelio Torres (President/CEO); Angelo Parrino; Mercy Castiglione; Leeana Pena; Fred Hicks; Blythe Robinson; Melody Thelwell; Aileen Martinez; Pam Hollingsworth; Bethany Sands; Jose Hernandez
- General Attendees:** Rick Signori, Miami-Dade County; Edith Humes, Miami-Dade County, Linda Carmona

I. Welcome and Introductions	Board Chair
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- Board Chair, Octavio A. Verdeja Jr., called the meeting to order and welcomed everyone.

II. Approval of Minutes	Board Chair
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- Board Chair, called for the approval of the meeting minutes for October 2009.
 - Motion to approve the minutes was made, seconded and passed unanimously.

III. Financial Statements	Board Chair
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- The Committee reviewed the Statement of Financial Position as of January 2010, the Statement of Activities expenses, the Supplemental Information, Statement of Functional expenses were reviewed, Statement of Cash Flows the total cash balance as of January 2010, Supplemental Financials and the Statement of Revenue.



IV. Resolutions

Board Chair

Resolution 022410-01 authorizing the President and CEO to execute a first amendment to contract C09-113 with Miami-Dade County to provide School Readiness services for Miami-Dade County for a new total contract amount not to exceed \$110,891,721.96, subject to approval for legal sufficiency and form. We have divided the resolutions into current fiscal year, next fiscal year and the last resolution which we have made a couple of adjustments to the policies and procedures. This first resolution has to do with this fiscal year. We have additional dollars that we did not have in the ARRA contract. If you turn to the background, we reduced the CCEP dollars by half a million and added 4,000,000.00. This resolution is clear.

- o Motion to approve this resolution was made, seconded and passed unanimously.

Resolution 022410-02 authorizing the President and CEO to execute a first amendment to contract C09-104 with Wesley House Family Services, Inc. to provide school readiness and voluntary Pre-Kindergarten Services for Monroe County for a new total contract amount not to exceed \$4,742,379.64, subject to approval for legal sufficiency and form.

On this second resolution, the background shows the breakdown of these dollars. The Finance Board wants more clarity on the background, adding the reason to the reduction.

- o Motion to approve this resolution was made, seconded and passed unanimously.

Resolution 022410-03 authorizing the President and CEO to execute a first amendment to contract C09-114 with Miami-Dade County to provide voluntary Pre-Kindergarten Services for Miami-Dade County for a total contract amount not to exceed \$51,968,536.90, subject to approval for legal sufficiency and form. This particular amendment will add \$4,000,000.00 to the VPK contract with Miami-Dade County. To add some dollars into this contract we have exceeded, we are over 19,000 children in our VPK program which is the most we've ever had. This is similar to the first motion but it's for VPK. We are adding the money to make sure that we have enough money in the contract to move forward. The Finance Board agreed that the resolution should be more extensive and clarified to what we are doing. Add in the background a small reason as to why we are increasing and if the funds are available. The VPK program is an overall State budget program. We have more kids in care across the State than the State has dollars. We have received a letter from AWI's Brittany Birken giving us the okay to continue serving children and we are basically borrowing these dollars from next year's budget.



What makes us feel safe about borrowing money from next years budget is the language in the statue which allows us to do this. The State had a deficit last year and this year we are running a deficit also. The State is anticipating a deficit for next year of over \$40,000,000.00. We invoice based on the number of children that we serve. The Finance Committee wants to see more background and the letter from AWI.

- o Motion to approve this resolution was made, seconded and passed unanimously.

Resolution 022410-04 to award RFP#ELCMDM2009-007 for program quality services to Family Central, Inc. to provide technical assistance services for center based early care and education providers in Miami-Dade County. Authorize the President and CEO to negotiate and execute a contract with Family Central, Inc. to provide technical assistance services for center based early care an education providers in Miami-Dade County, FY 2010-2011 for a total amount not to exceed \$850,000.00, subject to approval for legal sufficiency and form.

The next couple of resolutions are with RFP's and authorization to negotiate contracts for the next fiscal year. There was an RFP released for three components, one component is for technical assistance for center base, the other component was for technical assistance for family care homes and the third component for training. This particular one that we are asking to award Family Central is for technical assistance to center base. Family Central is going to continue providing technical assistance to family child care base programs North of Flagler, inside the Quality Counts Program as well as accreditation for providers that are seeking to attain first time accreditation or re-accreditation. This Coalition has been providing this support for the past two years.

Technical assistance is on site support for providers as they are working to improve quality in their setting, training guidance to set up systems within the programs and working with the results of their environmental rating scores. All this to maintain an 3,4 and 5 status. (Scores were shown to the Board Chair)

- o Motion to approve this resolution was made, seconded and passed unanimously.



Resolution 022410-05 to award RFP#ELCMDM2009-007 for program quality services to Family Central, Inc. to provide technical assistance to family childcare homes providing early care and education services in Miami-Dade County. Authorize the President and CEO to negotiate and execute a contract with Family Central, Inc. to provide technical assistance services for the family childcare homes providing early care and education services in Miami-Dade County, FY 2010-2011 for a total amount not to exceed \$350,000.00, subject to approval for legal sufficiency and form.

These services are currently being provided by the University of Miami. Under the United Way contract. The Coalition contracts currently this fiscal year with the United Way. The United Way sub-contracts with Family Central and the University of Miami and FIU. For the last two years it's been through the United Way.

CEO and President -we made that change because we wanted to split the service so that we would not have a middle man; just basically the United Way serving as the middle man. This gives us more access in working directly with the provider that is providing the services.

Pamala Hollingsworth- that's the model that we have developed in the Southern part of the County, working directly with FIU as well as the Devereux Foundation for assessment and also technical assistance. And we find that its far more effective to be able to go directly to the managers.

Gerald Schwartz- Is United Way okay with eliminating the middle man?

Karen Molinario- they didn't respond to the RFP

CEO and President - the United Way did not submit a proposal for this particular contract - Evelio confirmed that the United Way did not respond to this RFP.

Board Chair- we are awarding it to someone else?

CEO and President-the proposal is to do just that based on the scores.

Board Chair - is curious as to one particular score and how it was scored, why someone would get a 5 and then someone would get 0.

Melody Thelwell - What I would like to add is just so that would have an idea of what the process is..our evaluators come in and they get the packet of information.

Everyone of them is asked to declare a conflict. They have all of the proposals in front of them, so that would excuse if a person could have had a certain bias, as well as our board attorney is there through the entire process. Our first initial meeting is to distribute the proposal as well as if we go through, if we have any additional subsequent meetings after that. The attorney is also there to talk about the process as well as to review those scores and ask us has anyone declared a conflict, are there any problems

those sorts of things, that's why we have him involved in the process to see if he sees any potential conflict.

Board Chair -One comment where the plan clearly address the building of collaborating relationships in community partnerships. Evaluator 5 gives a 5 a 5 and a 0. I'm just curious. I just don't want a mistake in the process somewhere along the line. did this person not vote on this because he/she refuse himself from this particular area, did he not find it on the proposal.

CEO and President - we established this process based on guidelines for reviewing and scoring.



Dabney Parks- I've seen this process in the past and I have seen by reviewing each little piece the total doesn't always reflect the best choice. I suggest that we take a look again at the process and let's go ahead and look at all the pieces and look at the numbers and have a discussion about it afterwards.

CEO and President- I would recommend to go back to the board attorney and have a discussion with the Board attorney about this process because this process is set up to prevent this kind of thing where we have a set of scores and then the evaluation team feels that they are being influenced to change their score to request something different, this is exactly what this process is trying to prevent.

Dabney Parks- wants to revisit the process.

Board Chair - Are we happy with the work that the University of Miami is doing? And will we be happier with Family Central, and I have nothing to do with Family Central one way or the other either. Are we happy with UM as far as the work that they are performing?

CEO and President- the contract just like we did at the last finance and board meeting does not necessarily need to be awarded to the proposer with the greatest number of points. this audit/party ?? can make a decision based on these type of questions that you are asking now with any other consideration to awarded to someone other

than the provider who received the highest number, we have done that in the past. In cautioning the board is not to try to influence the team that has spent time reviewing the proposals and to get them to change their scores.

Board Chair - The reason that he asked for the scores is because he has to go through this process also when he has to bid all these bids out. Is curious on one particular line if the person who evaluated did not understand the question and gave a zero, or if the person who did give the 5's saw something that someone else didn't'.

Danny Armstrong - We as a Board have a responsibility to act in the best interest of the Coalition in awarding the contracts. We set up a scoring process, this is identical to the way that national institutes of health awards grants, there are review committees that score the applications the science of applications that come in. Those scores and the detail reviews that outline why those scores were given is being provided to the next level of the NIH to develop with those council. The council looks at all of those issues and makes a determination. I think that that process should be part of everything that we do. The committee should have more access than just to the scores and should have some kind of justification for why those scores were given so that board could make that determination.

Dabney Parks- we do have a process in place and that we should not second guess it. but moving forward we need to improve the process.

Board Chair - we are currently working with UM. There's a one point difference between one and the other. Is it in our best interest to continue to work with UM in this particular contract? And if it is....to me that one point up or down doesn't mean anything. If we think that we can get something better, than that one point makes a difference. Is it our best interest to continue working with whom we are working or to change?



Pam Hollingsworth-
provided half quality services on this project.

University of Miami has

Board Chair - This contract deals directly with one contract that everything is all under one roof.

Are we better served by having Family Central because they scored so well in the first piece to do the second piece.

Pam Hollingsworth - I would say yes.

CEO and President - for clarification to follow up appropriate, What are we looking for in terms of changing the process so that we can direct the staff and the board attorney to start looking as to how we want to change the process.

Board Chair- Danny had some good ideas, but maybe there has to be an evaluator of the evaluation, or a reviewer. Stop and question the scores. More qualitative type of information (Bud agrees on qualitative)

Danny Armstrong -I would like to add a couple of things more in terms of the process because it's critical for us as a Board to be able to make a decision. You asked the question of staff to provides us some information as to why from a staff perspective they have the ability to do both center base and family base care was a broader issue?

That is an important piece of information, my question with this to be able to deal with this going forward , and I don't have the RFA in front of me to check, but what was part of the RFA expectation that the organization who responded would respond to that particular criteria, where they aware of it, did they prepare their application in that way, and or was this something that came about after the scoring was done and we've added the criteria, that becomes a problem when we start awarding contracts if we change the expectations or rules in between. But the other part is the qualitative piece, it's that we really need to be able to know if someone says I think this is a zero, I'm not concerned about the number, I want to know what's the rational for zero, is it because is there a bias that undetected, is it because they didn't read the application, and by having a discussion about that rating, will somebody say look it's right here on page three under the paragraph on it. I've been on a few committees where that has happened. So I think that what we've got to do with the qualitative piece is to insure that there is a clear discussion and we receive enough narrative information about how the ratings were assigned but qualitatively how the applicants responded to the RFA so that we can make a very clear and informed decision not just based on a numerical average on a series of basically private scores, it is problematic and leaves us open to a lot of problems going forward.

- o Motion to approve this resolution was made, seconded and passed unanimously.



Resolution 022410-06 to award RFP#ELCMDM2009-007 for program quality services to United Way, Inc to provide training and accreditation services to support QRIS programs in Miami-Dade County. Authorize the President and CEO to negotiate and execute contract with United Way, Inc. to provide training and accreditation services to support QRIS programs in Miami-Dade County for a total amount not to exceed \$500,000.00, subject to approval for legal sufficiency and form. This mostly has to do with training and accreditation services. United Way is providing the services.

- o Motion to approve this resolution was made, seconded and passed unanimously.

Resolution 022410-07 to award RFP#ELCMDM2009-008 for School Readiness and voluntary Pre-Kindergarten services to Wesley House Family Services, Inc. authorize the President and CEO to negotiate and execute a contract with Wesley House Family Services, Inc. to provide School Readiness and voluntary Pre-Kindergarten services for Monroe County, FY 2010-2011 for a total amount not to exceed \$5,200,000.00, subject to approval for legal sufficiency and form. Wesley House Family Services is the only one that submitted the proposal and the only one that can do these services.

- o Motion to approve this resolution was made, seconded and passed unanimously.

Resolution 022410-08 for the Finance Committee to review and approve amendments to the Coalition's Policies and Procedures listed within the background section of this resolution, subject to approval for legal sufficiency and form. This one is with our Policies and Procedures. There is not fiscal impact. This was approved by the Board in 2006 and over a period of time we have gone in and adjusted. Either there's a new program or we felt that it was a more efficient process to amend a particular policy and procedure. This Coalition is bringing forward two of them that we would like your approval on, it's on page 38 and in future meetings we will be bring in a few at a time. For example, on the current policy for small purchases we required three written quotes for a \$50.00 purchase. We would like to change that to the following: \$0.00 up to a \$499.00 purchase, one written quote, \$500.00 up to \$1999.00 two written quotes and \$2000.00 up to \$5000.00 three written quotes. There was quite a bit of debate but we feel at this point that this will work for us because we would like to keep a little bit of control on these purchases.

- o Motion to approve this resolution was made, seconded and passed unanimously.



IV. Informational Items	Board Chair
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- Dental Services- This is one RFP that was released a couple of months back and we received a proposal from the University of Miami. They have a mobile unit and the idea was to provide screenings for children participating in the School Readiness Program who do not have insurance coverage. We had a presentation and the situation is pretty bad in terms of dental care. The Coalition was going to provide the treatment and we went back to AWI which told us that we could not pay for the treatment. Then we went back to The Children's Trust because the Trust funds the University of Miami in this same program for screening. It looks as if they are going to be able to switch their contract so that we would pay for the screening, which we are aloud to do and they are going to pay for the treatments. Nothing has been finalized yet, we are still trying to work on the details of these two contracts. These are children that do not have care at all and sometimes they get caps in the teeth and it's just a terrible situation.
- The next issue is the de-obligation request from AWI. They asked us for \$1,000,000.00 from School Readiness because some of the other Coalitions have already used their entire School Readiness allocation and their entire ARRA allocation. At this moment, we told them that we are not able to help out this year because we will be using our entire School Readiness allocation and we are moving the ARRA dollars so that we won't have a large dis-enrollment of children next year. We want to help out everyone, but this year we are just not able to do it.

IV. Meeting Adjourn	Board Chair
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