



# Minutes

Finance Committee Meeting  
Date: April 28, 2010; Time: 8:00AM  
Early Learning Coalition Board Room

**Board Attendees:** Yesenia Perkins, (Treasurer, attended via conference call) Octavio A. Verdeja Jr.(Board Chair, attended via conference call); Gerald Schwartz, (attended via conference call) Dabney G. Park, Ph.D; Daniel Armstrong, Ph.D, Silvia La Villa, Ed.D.; Yvonne T. Johnson, M.D. (attended via conference call); Santiago Echemendia, Board Attorney

**Staff Attendees:** Evelio Torres (President/CEO); Angelo Parrino; Mercy Castiglione; Leeana Pena; Fred Hicks; Blythe Robinson; Melody Thelwell; Aileen Martinez; Jose Hernandez; Jackye Russell; Tabatha Cullen; Fred Hicks; Milton Silvera; Leeana Pena; Ana Rodriguez

**General Attendees:** Rick Signori, Miami-Dade County; Edith Humes, Miami-Dade County

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

<b>II. Approval of Minutes</b>	<b>Finance Chair</b>
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- Board Chair, called for the approval of the meeting minutes for March 2010.
  - Motion to approve the minutes was made, seconded and passed unanimously.

<b>III. Financial Statements</b>	<b>Finance Chair</b>
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- Statement of Financial Position as of March 31, 2010, reviewed the cash & cash equivalent for \$3,724,000.00. Total liabilities and net assets are \$29,604,000.00.
- Statement of Activities: You have the breakdown of the unrestricted and the temporarily restricted, year to date as of March 31, 2010 is \$1,178,000.00
- Supplemental Information: We have a breakdown of OTUNR, there is a \$258.00 increase.
- Statement of Financial expenses is standard.
- Cash flow statement: Cash balance \$3,724,000.00



- Supplemental Financial Information: This is breaking down the same amount by the grant. No comments on these statements.
- Statement of Revenues and Expenses: School Readiness, a negative 6% because of the ARRA or stimulus dollars that we have rolling over to the following year. Under VPK we had a slight deficit, the notes on this are on the following page.
- We did the budget amendment in the last meeting, the Coalition received a new grant award notice from AWI in regards to VPK and they added 2 1/2 million for our VPK budget which almost brings us to a balance. We are still projecting a slight deficit and that is that 1%. We also amended the County's contract to cover this.
- The 1% is about \$800,000. The VPK program is fairly difficult to project because the month of June programs stop at different times. The Coalition borrowed from last year to this year.
- Grant Award Analysis: This is the break down month to month for the month of March for School Readiness and VPK.
- The Coalition does not expect any big surprises, everything is right in line. We should be able to land the budget this year in a good position regarding VPK and the ARRA dollars.
- D. Armstrong- Commended Angelo and the entire staff. Knowing where we are, what we have to manage has been a great contribution. Also to acknowledge Wesley House and Miami-Dade County. No other questions on the financials.

#### IV. Resolutions

Finance Chair

Resolution 042810-01 authorizing the President and CEO to renew and/or execute the following sub-recipient service contracts listed within the background section of this resolution for a total amount not to exceed \$170,102,638.50 for fiscal year 2010-2011.

All of these contracts excluding Miami-Dade County's School Readiness and Voluntary Pre-kindergarten contracts will be the first year and the terms are July 1, 2010- June 30, 2011. The following pages are the breakdown of the contracts which includes School Readiness for \$108,891,721.96, VPK for \$51,968,536.90, Inclusion, Data Management Services, School Readiness and VPK Pre-kindergarten for Wesley House \$4,742,379.64. We are approving the total budget and the execution of this contract. These are all the contracts under one bulk resolution. The total of this resolution is \$170,102,638.50.

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

Resolution 042810-02 authorizing the President and CEO to renew the following vendor contracts for school supplies with a total amount not to exceed \$3,490,800.20.

On the background you have each of the amounts that we are awarding to each of the vendors. The following table describes the vendor contracts for fiscal year 2010-2011 for school supplies and on the following page you have the vendors such as Tew Cardenas, Morrison Brown and Goldstein.



The total budget that we are requesting authorization to spend is 3,490,800.20. The contracts with each of these vendors are written at a higher amount because we based it on the supplies and materials that the providers request. The Coalition may have a contract for Becker's school supplies for \$500,000.00 that we signed with them and we may actually only spend \$100,000.00 so in order to avoid the amendments, we created these contracts for additional dollars. We watch the amount very closely to make sure that we do not exceed our authorized amount, which in this case it's \$3,490,800.20. We won't exceed the 3,490,800.20 but we could exceed the individual contract amount. We will move the money from one contract to another.

Tew Cardenas- There's a difference on the Tew Cardenas contract with the current year of \$70,000.00 to \$125,000.00 and that is because the 70,000.00 was based on a five month contract and the 125,000.00 is based on the same amount that we had for Gray Robinson for a full year of legal services. One is based on five months the other is based on the full year.

Kaplan- \$500,000 decrease on the Kaplan contract, we had to add money to the Kaplan contract, we decided that for next year, moving forward we will start out with the base contract amount because we have to wait to see how many providers select Kaplan supplies and different things before we decide to put more money into it. We had to amend that contract during the current year to make sure we had enough dollars for those supplies that the providers picked.

Silvia la Villa was concerned if any vendors provided us with in-kind. For example, does the Coalition contracts for \$1,000,000.00 and not get free shipping or anything. What we do in the contracts department as well as in programs for quality materials and the curriculum vendors is try to work with these vendors prior to, so when we talk about the negotiation, we get them to lock in a price that will work for the Coalition for the entire year. For instance, it could be Hatch, Inc., we will contact them now and say Okay we are coming up to the new fiscal year, what are your prices like; let's see what you can do for us; and at times they will come up with some discounts.

The Coalition uses the same model that the State uses; we base it on Florida statute 287. Also, this year we had a bill that was drafted; there was a sponsor for the bill to try to get us away from the statute 287 so we could have some more flexibility; we had to let the bill die because we were focusing on some other things. It may come up again next year.

For the Federal dollars for contracts with School Readiness, it's a Federal requirement, all of our vendors have to sign off on it but the contract does not encourage the use of environmental use of friendly recycle.

The State has a requirement now that if you are going to book a hotel, the hotel must be certified green because you cannot use State dollars to contract with any hotel for a conference by the Department of Management Services. They have started the green movement a little bit slowly but they are coming right along, though they have not made it part of the contract yet.

Silvia la Villa would like to look at one of these contracts so that she can compare to the ones that she uses because we have to secure in-kind.



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

Resolution 042810-03 authorizing the President and CEO to negotiate and execute six (6) month contract extensions for the following contracts: Bluejean Software, PC Depot, Hearing and Speech of Florida, Inc., and The Children's Forum. On the background you have the breakdown of these contracts. Currently the Board of Directors has requested that staff, along with the Board Attorney, conduct a review of the Coalition's Procurement policies and procedures. As a result of this review and any additional Board request enhances made to the current procurement processes, the following contracts must be extended for (6) months effective July 1, 2010 through December 31, 2010 for a total contract amount not to exceed \$342,446.65. The Children's Forum is part of our Quality Counts, Quality Rating Improvement Systems program. They provide career advising, wages, supplements and scholarships to teachers in child care centers and family child care homes to further their education, take additional courses and obtain whatever other professional development opportunities might be available for charge.

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

Resolution 042810-04 authorizing the President and CEO to receive and execute the South Florida Work Force investment board's Florida back to work subsidized employment program grant/contract. The current grant/contract for the fiscal year 2010 is not to exceed the amount of \$65,201.15.

The grant/contract which will be effective upon execution and closes on September 30, 2010, will provide the Coalition with eight (8) additional staff. This grant/contract is funded by the American Recovery and Reinvestment Act (ARRA) funds. The potential staff person will work an average of thirty (30) hours per week and will assist in various departments. The Coalition will be responsible for a not to exceed program fee of \$843.98 and the potential staff person will receive hands on work experience throughout the term of this grant/contract.

The Coalition applied for this grant for two reasons, the first reason is that this is a back to work program and it allows us to help people that are out there looking for jobs funded by the South Florida Work Force. Our investment will be \$843.98 so we can help 8 people to be gainfully employed on a part time basis with most of the investments coming from the recovery dollars that South Florida Work Force has provided. It also helps these people gain some experience. The \$843.98 will be out of pocket for us and will come out of Apool.

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

<b>IV. Informational Items</b>	<b>Finance Chair</b>
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- Snap shots- For Miami-Dade County our total net is 26,410 children, we have a net decrease of 380 children from the previous month. Our enrolled target is 26,900 children. This is the number that the staff is



trying to make sure we stay on target with. We have a ready pool at zero. Our waitlist as of April 26, 2010 is 19,942 children and our waitlist as of March 22, 2010 is 22,244 children. There is no ready pool because we stopped determining eligibility and placing families in the ready pool because the clock starts ticking from the time they are determined eligible; and because we have managed enrollment instead of open enrollment by the time the families are called in their eligibility was pretty close to being expired; the families that are in the waitlist now are relatively new; their information is pretty current; as we have slots available we will call the families in and determine enrollment. We bring in new families as families leave.

- Monroe County- The total net is 662 children, the waitlist as of April 15, 2010 is 92 children and on March 15, 2010 it's 82 children.
- Refugee Contract for F.Y. 08/09- This was a contract that we had with the Department of Children's & Families for Refugee Services. This contract was from October 2008 until September 2009. We were billed to and received from DCF \$1,905,125.08. There was an overpayment of \$118,565.08 which is now the amount that is due back to DCF. What Miami-Dade County has to return is \$82,165.49 and what the Coalition has to return is \$36,399.59. This is just a means of returning these dollars back to the State. This again is an informational item, it's not a required vote, we must do this.
- We have a contract with the Department of Children and Families for Refugee Services. this current contract that we are talking about is from Oct. 08 and ended September 3,2009.
- Provider Agreements- We have sent out the Provider Agreements, we have made telephone calls to the providers to inform them. If you remember last year we had a situation where some providers did not submit their agreements on time and it created major problems in terms of the payments and trying to reconcile the payments that the providers were due. The deadline for submitting the agreement is May 15, 2010, we sent out the letters certified mail, with big red letters; we put it on the news alert. We know as every year that we are going to have some providers that are not going to submit their agreement on time. The ones that we get back on time will be processed. If we do not get these agreements at all and we start the new fiscal year July 1, 2010 there is going to be a two week period where the provider will provide service to the children and they will not be eligible for payment; and we know what happens when we have providers that do not get paid, they get very angry, but there is not much that we will be able to do at this point.
- We will be sending out a second letter and we will be making every effort on our end. We will handle it and try to accommodate everyone as much as we can.