



# Minutes

Finance Committee Meeting  
Date: May 25, 2011; Time: 8:00AM  
Early Learning Coalition Board Room

**Board Attendees:** Daniel Armstrong, Ph.D., Finance Chair, (via conference call); Yesenia Perkins, (via conference call); Octavio A. Verdeja, Jr. Board Chair; Gerald Schwartz, (via conference call);

**Staff Attendees:** Evelio Torres (President/CEO); Angelo Parrino; Mercy Castiglione; Leeana Pena; Melody Thelwell; Aileen Martinez; Milton Silvera; Blythe K. Robinson, (via conference call); Eddy Copin; Jackye Russell; Jose Hernandez; Lillian Murillo; Sheila Herrera; Ana Rodriguez

**General Attendees:** Rick Signori, Miami-Dade County; County; Phyllis Tynes-Maritza Alonso, Miami-Dade County, (via conference call); P. Morgan Hill

<b>I. Welcome and Introductions</b>	<b>Finance Chair</b>
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- Daniel Armstrong, 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 meeting minutes for April 28, 2011.
  - 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 April 30, 2011 you have the Cash and Cash Equivalent at \$11,283,000.00 with total assets of \$25,669,000.00. This total amount has not changed since our previous review.
- Statement of Activities: The ending net assets are \$551,000.00.
- Supplemental Information: We have business board meeting of \$249.00 and the ending balance of \$30,821.00.
- Statement of Functional Expenses: This is a breakdown of the functional expenses. The total expenses as of the end of April are \$152,900,000.



- Statement of Cash balance is \$11,283,000.00. Flows: The ending
  - \$751,000.00. Our accounts payable decreases are \$10,281,000.00 which is not out of the ordinary.
  - Supplemental Financial Information: Reviewed by the Finance Chair with an ending balance previously shown of \$11,283,000.00.
  - Statement of Revenues and Expenditures: School Readiness was reviewed by the Finance Chair with the amounts of total expenditures.
  - Budget Variance were reviewed, this is a breakdown of the expenditures. Nothing to report on this page.
- Finance chair asked if there were any further questions regarding the financial statements. No further questions. The next item on the agenda are the resolutions.

#### IV. Resolutions

Finance Chair

Motion to approve Resolution 052511-01 to award RFP#ELCMDM2011-01 for quality materials services to the following vendors: Kaplan Early Learning Company; Becker's School Supplies; Lakes Learning Materials; JK Children Supply, Inc.; and Early Childhood LLC/DBA Discount School Supply to provide quality materials to early care and education providers in Miami-Dade County and authorize the President and CEO to negotiate and execute contracts with the aforementioned vendors to provide quality materials to early care and education providers in Miami-Dade County, FY 2011-2012. The cumulative total of the five (5) contracts within the quality materials category will not exceed \$2,500,000.00, which is subject to approval for legal sufficiency and form. The background on the resolution is designed to give us a range of vendors in a cost effective manner. This is consistent with the previous years. The Coalition may end up moving dollars around as we do every year. The funding source of these contracts are from The Children's Trust Quality Counts Program, School Readiness and a small percentage from Miami-Dade public schools. Also, we are going to have a new version of Quality Counts effective January 1, 2012. It is basically reformatting the program, making changes in the program including the awards and the materials and supplies that we purchase. The Coalition will know by the end of this year if we need to release a new RFP.

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



Motion to approve Resolution 052511-02 to award RFP#ELCMDM2011-02 for Curricula materials, training and enhancement program services to the vendors listed in the background section of this resolution to provide curricula materials and training services to early care and education providers in Miami-Dade County and authorize the President and CEO to negotiate and execute contracts with the vendors listed in the background section of this resolution to provide curricula materials and training services to early care and education providers in Miami-Dade County, FY 2011-2012. The cumulative total of the ten (10) contracts within the curriculum materials and training service category will not exceed \$500,000.00 which is subject to approval for legal sufficiency and form. There are four different types of curriculum materials that could be applied related to this RFP. The recommendation is to award ten (10) contracts. There is a contract for each vendor and within this group of vendors all the curriculum materials are covered under these contracts including the one in Monroe County.

- O. Verdeja moved to approve the motion.
- Motion seconded by Y. Perkins
- Motion unanimously passed.

Motion to approve Resolution 052811-03 authorizing the President and CEO to negotiate and execute a contract with Florida International University's School of Medicine to provide nutritional/dietary technical assistance to the early care and education providers in the Northern section of Miami-Dade County, the contract will not exceed \$100,000.00 and will begin July 1, 2011 and continue until June 30, 2012, subject to approval for legal sufficiency and form.

On this resolution we have the Board Chair's recusal because he is on the advisory board. Dr. Brown and Dr. Brewster were guest speakers whom spoke about the inkind contribution which they offer. They assign teams of medical and social worker students to do household visit in low income areas. The households that are enrolled in their program will actually be visited by these students. The student teams are supervised by license physicians, license social workers and license nurses. These households will get intense monitoring by a highly trained and skilled team in addition to the services provided to these early childcare centers. They anticipate that \$200,000 is on the low end. They are trying to use this as a pilot to leverage State dollars that have been committed to these low income families. These are School Readiness dollars that we still have in the budget from the hearing and vision contract. This is a one year funding. Dr. Brown stated that they are the only medical school in the County that maintains a full time outreach staff.

- Gerald Schwartz moved to approve the motion
- Motion seconded by Yesenia Perkins with Octavio Verdeja's recusal.



Motion to approve Resolution 052811-04 approval of budget amendment #3 increasing the approved annual budget for fiscal year 2010-2011 of \$186,253,537.00 by \$1,094,867.00 for a new budget total of \$187,348,404.00. Finance Chair reviewed the table on the background of the resolution which illustrates the second budget amendment approved by the Board of Directors on January 2011 and budget amendment #3 which the Coalition is seeking to approve for a new budget total for fiscal year 2010-2011. The Coalition has the dollars now to purchase the computers called "Toughbooks" for \$27,900.00.

- o Motion to approve this resolution was made, seconded and passed with Gerald Swartz's recusal.

Motion to approve Resolution 052811-05 approving the Coalition's initial proposed annual budget for fiscal year 2011-2012. The total budget for fiscal year 2011-2012 is \$171,255,576.00. Finance Chair stated that we need to understand, this is an initial budget. Initial is the underlined component because as of today, the Governor has not yet signed the budget and we don't have the exact numbers. On page 38 you have the breakdown, this represents a 10.20% reduction across all categories.

- 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 total number of children served is 28,606. As of May 16, 2011 the Ready Pool Waitlist is at 13,275. In VPK the total amount of children served through the year is 20,510 as of May 16, 2011. The School Age is at 26.08%. For Monroe County the total amount of children served is 714 with a decrease of 22 children. Our Waitlist as of May 16, 2011 is at zero. Number of children enrolled in VPK as of May is 385. The School Age is at 27.41%.

<b>IV. Meeting Adjourn</b>	<b>Finance Chair</b>
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