

## Draft Board of Directors Minutes for 10/05/06

Early Learning Coalition of Miami-Dade/Monroe  
Board of Directors Meeting–Minutes of October 05, 2006

BOARD ATTENDANCE: **O. Verdeja (Chair)**, A. Weller, C. Chapell, C. Jones, D. Lawrence, G. Schwartz, J. Russell, M. Hill, N. Hernandez Hendrix, R. Beasley, S. Herald, S. La Villa, Y. Johnson, Y. Perkins,

STAFF ATTENDANCE: **J. Pruitt III (Interim CEO)**, A. Ojeda, A. Soto, G. Latocha, I. Martinez, J. Armbrister, M. Williams (via video-conference), N. Porter, O. Mendez, P. Ditlow, R. Philippe, Y. Valeron,

GENERAL ATTENDANCE: A. Renha, C. Abbott, C. Hereford, C. Iglesias, C. Montoya, D. Manning, D. Park, E. Bezos, E. Perdomo, E. Rivera, J. Leinfelder, J. Maymi, L. Carmona-Sanchez, L. Dinehart, L. Perkel, L. Sanchez, M. Abety, M. Delgado, M. Lesser, M. Veres, R. Moreno, R. Signori, R. Williams, R. Yglesias, T. Akins, T. Rutherford, W. Croft, W. Harvey (Board Attorney)

AGENDA ITEMS	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>WELCOME &amp; INTRODUCTION</b>	<ul style="list-style-type: none"> <li>▪ O. Verdeja called the meeting to order.</li> <li>▪ O. Verdeja introduced the Office of Early Learning Monitoring Team that was conducting the state assessment monitoring at the Coalition.</li> <li>▪ Board reporter called roll and a quorum was established with 11 voting members.</li> </ul>	
<b>APPROVAL OF MINUTES</b>	<ul style="list-style-type: none"> <li>▪ O. Verdeja called for the approval of the minutes:</li> <li>▪ S. Herald moved to approve the minutes of August 24, 2006.</li> <li>▪ Motion is second by I. Johnson.</li> <li>▪ Motion unanimously passes.</li> </ul>	<ul style="list-style-type: none"> <li>• S. Herald moved to approve the minutes of August 24, 2006.</li> <li>• Motion is second by I. Johnson.</li> <li>• Motion unanimously passes.</li> </ul>
<b>CEO HIGHLIGHTS</b>	<ul style="list-style-type: none"> <li>▪ Fiscal year closed and final invoice submitted September 15, 2006.</li> <li>▪ Annual report sent to OEL for approval.</li> <li>▪ Meetings with Miami-Dade Public School District.</li> <li>▪ Questions by board member Silvia La Villa on personnel issues answered at Executive Committee.</li> <li>▪ Press release in Monroe County regarding successful health screening program.</li> <li>▪ State meeting on ELIS, Quality Rating System and Early Learning Coalition Advisory Board.</li> <li>▪ Association of Early Learning Coalitions Report on Accomplishments.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Favorable audit report with no qualifications from AWI for FY 2005.</li> <li>▪ OEL full programmatic monitoring underway this week.</li>   <li>▪ S. Herald inquired on the status of contracting an outside HR firm to conduct an HR survey.</li> <li>▪ Staff informed the board that they were in the process of gathering bids from HR firms and gave the board an estimated completion date of end of November 2006.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff will finalize the bid process to contract an HR firm to do HR Survey by the end of November 2006.</li> </ul>
<p><b>COMMITTEE REPORTS:</b></p> <p><b>FINANCE</b></p> <p><b>RESOLUTIONS</b></p>	<ul style="list-style-type: none"> <li>▪ J. Perkins introduced resolution 082406-03 to approve a Program and Strategy Committee.</li> <li>▪ D. Lawrence moved to approve resolution 082406-03.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li> <li>▪ Walter will incorporate the Program Policy and Strategy Committee in the bylaws as a standing committee.</li> <li>▪ Board appointed: Nora Hernandez Hendrix, Jennifer Bonet, Silvia La Villa, Connie Chapell, Rick Beasley, Elizabeth Bezos, Ramiro Moreno to the Program Policy and Strategy Committee.</li>   <li>▪ J. Perkins introduced resolution 092606-01 to approve the consulting agreement between the Early Learning Coalition of Miami-Dade/Monroe and Noelle Porter for financial consultant services.</li> <li>▪ D. Lawrence moved to approve resolution 092606-01.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li>   <li>▪ J. Perkins introduced resolution 092606-02 to approve the amendment of the Refugee Services contract</li> <li>▪ D. Lawrence moved to approve resolution 092606-02.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li>   <li>▪ J. Perkins introduced resolution 100506-01 to approve the request for a Proposal Evaluation committee.</li> <li>▪ N. Hernandez Hendrix moved to approve resolution 100506-01.</li> <li>▪ Motion is seconded by G. Schwartz.</li> </ul>	<ul style="list-style-type: none"> <li>▪ J. Perkins introduced resolution 082406-03 to approve a Program and Strategy Committee.</li> <li>▪ D. Lawrence moved to approve resolution 082406-03.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li> <li>▪ Walter will incorporate the Program Policy and Strategy Committee in the bylaws as a standing committee.</li> <li>▪ Board appointed: Nora Hernandez Hendrix, Jennifer Bonet, Silvia La Villa, Connie Chapell, Rick Beasley, Elizabeth Bezos, Ramiro Moreno to the Program and Strategy Committee.</li>   <li>▪ J. Perkins introduced resolution 092606-01 to approve the consulting agreement between the Early Learning Coalition of Miami-Dade/Monroe and Noelle Porter for financial consultant services</li> <li>▪ D. Lawrence moved to approve resolution 092606-01.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li>   <li>▪ J. Perkins introduced resolution 092606-02 to approve the amendment of the Refugee Services contract</li> <li>▪ D. Lawrence moved to approve resolution 092606-02.</li> <li>▪ Motion is seconded by G. Schwartz.</li> <li>▪ Motion unanimously passes.</li>   <li>▪ J. Perkins introduced resolution 100506-01 to approve the formation of a Proposal Evaluation Committee.</li> <li>▪ N. Hernandez Hendrix moved to approve resolution 100506-01.</li> <li>▪ Motion is seconded by G. Schwartz.</li> </ul>

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| <ul style="list-style-type: none"> <li>▪ Motion unanimously passes.</li> <li>▪ Walter will incorporate the request for Proposal Evaluation Committee in the bylaws as a standing committee.</li> <br/> <li>▪ J. Perkins introduced resolution 100506-02 to approve bringing IMPACT mentors in-house.</li> <li>▪ G. Schwartz moved to approve resolution 100506-02.</li> <li>▪ Motion is seconded by M. Hill.</li> <li>▪ Motion unanimously passes</li> <br/> <li>▪ J. Perkins introduced resolution 100506-03 to approve the change of health care provider for staff.</li> <li>▪ M. Hill moved to approve resolution 100506-03.</li> <li>▪ Motion is seconded by N. Hernandez Hendrix.</li> <li>▪ Motion unanimously passes</li> <br/> <li>▪ J. Perkins introduced resolution 100506-04 to approve a temporary staffing contract with Victoria &amp; Associates Career Services, Inc.</li> <li>▪ S. Herald moved to approve resolution 100506-04 with the condition that section “C” of the contract be reviewed and re-written with the assistance of the board attorney.</li> <li>▪ Motion is seconded by D. Lawrence.</li> <li>▪ Motion unanimously passes.</li> <br/> <li>▪ J. Perkins introduced resolution 100506-05 to approve the Ruden McCloskey contract.</li> <li>▪ D. Lawrence moved to approve resolution 100506-05</li> <li>▪ Motion is seconded by S. Herald with the condition that the contract be reviewed and re-written with the assistance of the board attorney.</li> <li>▪ Motion unanimously passes.</li> <br/> <li>▪ Y. Valeron, Contract Director gave a recap of the RFP for ELC Service Provider.</li> <li>▪ D. Lawrence made a motion to bring a report to the next executive committee or board meeting regarding the participation of Family Central as a bidder in the RFP for ELC service provider. The board was asked to be prepared with reasons why we should or shouldn't consider Family Center to participate in the bid process.</li> <li>▪ Motions is second by I. Johnson</li> <li>▪ Motion unanimously passes.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Motion unanimously passes.</li> <li>▪ Walter will incorporate the request for Proposal Evaluation Committee in the bylaws as a standing committee.</li> <br/> <li>▪ J. Perkins introduced resolution 100506-02 to approve bringing IMPACT mentors in-house.</li> <li>▪ G. Schwartz moved to approve resolution 100506-02.</li> <li>▪ Motion is seconded by M. Hill.</li> <li>▪ Motion unanimously passes</li> <br/> <li>▪ J. Perkins introduced resolution 100506-03 to approve change of health care provider for staff.</li> <li>▪ M. Hill moved to approve resolution 100506-03.</li> <li>▪ Motion is seconded by N. Hernandez Hendrix.</li> <li>▪ Motion unanimously passes</li> <br/> <li>▪ J. Perkins introduced resolution 100506-04 to approve a temporary staffing contract with Victoria &amp; Associates Career Services, Inc.</li> <li>▪ .S. Herald moved to approve resolution 100506-04 with the condition that section “C” of the contract be reviewed and re-written with the assistance of the board attorney.</li> <li>▪ Motion is seconded by D. Lawrence.</li> <li>▪ Motion unanimously passes.</li> <br/> <li>▪ J. Perkins introduced resolution 100506-05 to approve the Ruden McCloskey contract.</li> <li>▪ D. Lawrence moved to approve resolution 100506-05</li> <li>▪ Motion is seconded by S. Herald with the condition that the contract be reviewed and re-written with the assistance of the board attorney.</li> <li>▪ Motion unanimously passes.</li> <br/> <li>▪ D. Lawrence made a motion to bring a report to the next executive committee or board meeting regarding the participation of Family Central as a bidder in the RFP for ELC service provider. The board was asked to be prepared with reasons why we should or shouldn't consider Family Center to participate in the bidding process.</li> <li>▪ Motions is second by I. Johnson</li> <li>▪ Motion unanimously passes.</li> </ul> |
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<p><b>FINANCIAL RESULTS, ENROLLMENTS, CONTRACTS</b></p>	<ul style="list-style-type: none"> <li>▪ J. Perkins presented the August 2006 financials.</li> <li>▪ J Pruitt gave a recap on School Readiness and VPK Eligibility and Enrollment for August 2006.</li> <li>▪ Y. Valeron, Contracts Director recapped the contract summary report, RFP process and RFP for Central Agencies.</li> <li>▪ J. Pruitt addressed the board with a question of due process regarding the disqualification of a bidder (Family Central) for central agency.</li> <li>▪ J. Pruitt requested that the board make a decision regarding the disqualification of Family Central for central agency.</li> <li>▪ D. Lawrence moved to defer the decision until the next executive committee or a special board meeting in order to gather more facts.</li> <li>▪ Motion is second by I. Johnson</li> <li>▪ O. Verdeja requested that staff prepare their findings for the special meeting to address the disqualification of Family Central for central agency and also to bring to the table reasons way we should consider them.</li> <li>▪ Motion unanimously passes.</li> </ul>	
<p><b>CEO SEARCH</b></p>	<ul style="list-style-type: none"> <li>▪ B. Park gave a recap on the CEO Search Committee:             <ul style="list-style-type: none"> <li>○ Checking references on nine candidate</li> <li>○ The next Search Committee is scheduled for Tuesday morning October 10<sup>th</sup> at 8:00 a.m. at which time the names will be revealed and a review the candidates will take place.</li> </ul> </li> <li>▪ S. La Villa suggested that at least three candidate be recommended to the board.</li> <li>▪ The board agreed that if possible three candidates would be recommended to the board.</li> <li>▪ J. Perkins asked the chair if the CEO Search committee would be interviewing for the CFO position.</li> <li>▪ O. Verdeja stated that the Interim CEO with the assistance of J. Perkins will be assigned to interview/hire the CFO.</li> </ul>	
<p><b>PROVIDER'S SERVICE</b></p>	<ul style="list-style-type: none"> <li>▪ S. Herald suggested a calendar of meeting dates be set for the Providers Service Committee meetings.</li> <li>▪ J. Pruitt informed the board that to facilitate a better forum for</li> </ul>	<ul style="list-style-type: none"> <li>• S. Herald suggested a calendar of meeting dates be set for the Providers Service Committee meetings.</li> </ul>

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<p><b>MONROE ADVISORY</b></p> <p><b>SCHOOL-AGE AD HOC</b></p>	<p>providers, staff is currently in the process of scheduling town meetings that will group and invite providers to meet with ELC staff so that providers can voice their issues and give input that can later become part of the agenda for upcoming Providers Service Committee meetings.</p> <ul style="list-style-type: none"> <li>▪ S. Herald requested that staff set dates for the town meetings as well as the Service Providers Committee meetings to post on the ELC website and provide the meeting schedule to the board at the next board meeting.</li> <li>▪ J. Perkins said that the Monroe Advisory Providers council had not met since the last board meeting and that the next meeting will be on November 17<sup>th</sup> at 1:00PM at the Key West location.</li> <li>▪ S. Herald informed the board that the next School-age Ad Hoc Committee meeting will be on October 18<sup>th</sup> at 4:00 p.m. at the coalition.</li> <li>▪ S. Herald distributed a sheet with census data that contained age ranges of children in the system (as was agreed in the last board meeting that B. Carrick would gather this information with the assistance of The Children's Trust) and asked that if anyone had any questions or concerns to please bring these to the attention of B. Carrick's within the next week so he can validate or update the data before the next Ad-Hoc Committee meeting.</li> <li>▪ S. Herald said the next phase is to start putting together an advocacy package to work with the legislature, AWI and The Trust on what's the real need in Dade county relative to early learning and after school care to address the issue philosophically of where ELC will be spending their money.</li> </ul>	
<p><b>NEW BUSINESS</b></p> <p><b>STATE QRS/ELC QUALITY OVERVIEW</b></p>	<ul style="list-style-type: none"> <li>▪ J. Pruitt gave the board an overview on the State Quality Rating System:             <ul style="list-style-type: none"> <li>○ Assumptions</li> <li>○ System Essentials</li> <li>○ Outstanding Issues</li> <li>○ Quality Criteria</li> <li>○ Rating</li> <li>○ Provider Support and Incentives</li> <li>○ Consumer Education</li> <li>○ Renewal Process</li> </ul> </li> </ul>	

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<b>ANNUAL REPORT 2007</b>	<ul style="list-style-type: none"> <li>▪ J. Pruitt gave the board an overview on ELC Quality.</li> <li>▪ K. Molinario, IMPACT Program Director gave a presentation on the Florida International University IMPACT program.</li> <li>▪ Dr. M. Lesser and Dr. L. Perkel from Barry University gave a presentation on the ITTCH Program.</li> <li>▪ B. Sands gave a presentation on the NEED Program.</li>   <li>▪ J. Pruitt distributed to the board the ELC Annual Report for 2007.</li> </ul>	
<b>MEETING ADJOURNED</b>	<ul style="list-style-type: none"> <li>▪ Meeting was adjourned at 10:35AM</li> </ul>	

Signed and approved by:

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S. Herald, Board Secretary

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Date