Le Jardin Community Center, Inc.

September 11, 2018

Board of Director’s Meeting

935 North Krome Avenue

Florida City FL 33034

**Minutes**

**Board Members Present Martin Murphy, Chair**

Eugene McAllister Virginia Aponte

Maria Gonzalez Karin Gerardin

Paola Usquelis Dr. Daryl Greenfield

**Board Members Absent** Opal Winebrenner Yadira Hernandez

Imaris Munoz Norma Brieler

Darosh Ibarra Husband

**Staff Present**  **Eddie Berrones, Chief Executive Officer**

Audelia Martinez Heather Garcia Dr. Cathleen Armstead Hernan Hernandez

1. **Call to Order**

Mr. Murphy called the meeting to order on at time Agenda

1. **Roll Call**
2. **Quorum**

Quorum was met and announced.

1. **Review of the Minutes**

The minutes of June 19, 2018 were reviewed. Dr. Greenfield moved to approve minutes of June 19,2 2018) Ms. Usquelis seconded the motion. The motion carried.

1. **Chairman’s Report**
   1. New Members
      1. The Chair presented two potential members from the Nominating Committee: Christine Moore and Ms. Maria Olivera. The Nominating Committee recommends the acceptance of the two new members
      2. Mr. Berrones indicated these are two vacant positions. Mr. Berrones further indicated they were very interested in joining the Board. Ms. Moore is the Community Liaison Specialist for Homestead Middle School. Ms. Maria-Isabel Olivera is employed at Mercantile Bank.
      3. Mr. Murphy called for a vote. The vote in favor was unanimous. Ms. Gerardin asked about the process of notification; Mr. Murphy will send a welcoming letter on behalf of the Board.
      4. Mr. Murphy called for a nomination of Ms. Gerardin to the position of Vice-Chair and for the Nomination of Ms. Aponte to Secretary.
         1. Ms. Gerardin will start her position in January of 2019 and remain in that position until 2021.
         2. Ms. Aponte will start her position on September 11, 2018 and will remain in that position until 2021.
         3. Mr. Murphy called for a vote. There was unanimous approval
2. **Executive Director Report**
3. Mr. Berrones presented the Annual Report and noted there is specific information to include in the monthly report:
   1. Total amount of public and private funds received and the amount from each source
   2. An explanation of budgetary expenditures for Le Jardin
   3. The average monthly enrollment
   4. The results of the most recent audit
   5. The percentage of enrolled children that received medical and dental exams
   6. Information about parent involvement activities
   7. The agency’s effort to prepare children for kindergarten
   8. Any other information required by the secretary
4. Mr. Berrones presented a summary of the Annual Report
   1. Four Le Jardin centers are accredited by the National Association for the Education of Young Children (NAEYC) – the most prestigious accreditation in the early childhood community
   2. Mr. Berrones reviewed the background of families: 63% of EHS Parents have a high school or higher education; 48% of Head Start parents have this education
   3. Mr. Murphy called for a motion. Ms. Gonzalez motioned for approval and Ms. Usquelis seconded. The motion carried.
5. Mr. Berrones reviewed the five-year Strategic Plan for Le Jardin.
   1. Mr. Berrones noted that children who attend public school kindergarten do poorly, in part because of a “summer slide” whereupon children lose some of the gains made. Mr. Berrones noted that Le Jardin hosted a six-week summer camp for children entering kindergarten to reinforce what was learned in Le Jardin throughout the year.
   2. Dr. Greenfield elaborated on forms of technology indicating that silverware and sand shovels are technology – as well as digital technology. Dr. Greenfield pointed out that young children experiment with technology to explore the world around them.
   3. Mr. Berrones discussed the partnership with Baptist Hospital that is part of the goal under Responsible Staff/Potential Partners noted on page four of the Strategic Plan. In addition to the partnership with Baptist Hospital, Le Jardin is formalizing the Prenatal Academy. Ms. Virginia Aponte is working with the staff on this endeavor.
   4. Mr. Berrones discussed the objectives under the Activities/Strategy on page 6. Our staff has strengthened the requirements for attendance and timeliness in the Parental Agreement provided at the beginning of the school year. Mr. Berrones noted that the beginning of the school year was a smooth process this year
   5. Le Jardin will host another retreat with the Board to determine how to update and improve the Strategic Plan.
6. Mr. Berrones presented the retirement plan for Le Jardin. Le Jardin contributes seven percent of an annual salary to a retirement plan. The plan goes into effect after first year. After six years, employees are fully vested.
   1. Ameritas LifeInsurance Corporation has been appointed by The Guardian Insurance &Annuity Company Inc. to provide the administrative services on behalf of Guardian.
7. Mr. Berrones discussed the Program Information Report for both the Delegate and Grantee programs. Head Start and Early Head Start programs are required to provide a statistical profile to the Federal Government. Ms. Gerardin motioned to approve the PIR. Ms. Usquelis seconded and the motion passed.
8. Mr. Berrones presented three resolutions.
   1. The first resolution R.09.11.18.01 authorized the Executive Director to apply for Early Head Start Expansion Grant (Round Three) to fund approximately 200 children. Mr. Berrones noted that the Regional Manager, Captain Balias described the original proposal (Round Two) he had ever seen. Ms. Gonzalez motioned to approve Resolition.09.11.18.01 and Ms. Usquelis seconded. The motion passed.
9. Mr. Berrones presented the second resolution, R.09.11.18.02 authorizing the Executive Director to submit the request for a waiver of Non Federal Share in the amount of $167,762.00. This is the first time that Le Jardin has requested such a waiver. A discussion ensured about the requirement for the 20% non-Federal share (in-kind). The Board was made aware of the process and their responsibilities. Further, the Board discussed future plans and additional training. Ms. Gerardin made a motion to approve the waiver. Mr. McAllister seconded. The motion carried.
10. Mr. Berrones the third resolution, R.9.11.18.03, authorizing the Executive Director to submit a request for carry-over funds, in amount of $1,185,314.00, be carried over into the project year 2018-2019. The funds received through the start-up funds included funds for purchase and renovation of Center VI. The building purchase was approved through CFR 45 1303 and the building was purchased. The second phase of this project is to renovate and expand Center VI. The carry-over funds will be used for this process. Ms. Gerardin motioned to approve the carry-over request and Mr. McAllister seconded. The motion carried.
11. **Program Updates**
12. Dr. Armstead announced that we are fully enrolled at both the delegate and grantee programs. Given the newness of the program there are relatively few outcomes to report. Head Start/Early Head Start requires that programs report a minimum of 85% average daily attendance. . For the month of August 2018 the attendance was as follows:

|  |  |
| --- | --- |
| Program | 85% ADA |
| Head Start – Delegate | 87.31 |
| Early Head Start – Delegate | 90.31 |
| Early Head Start – Grantee | 80.59 |
| Early Head Start Partnership | 92.00 |

* 1. Dr. Armstead presented the Meal Counts for the Month of August 2018

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Breakfast | Lunch | Snack |
| Head Start – Delegate | 4900 | 4135 | 3854 |
| Early Head Start - Delegate | 286 | 280 | 257 |
| Early Head Start - Grantee | 2119 | 2021 | 1914 |

* 1. Dr. Armstead informed the Board that Head Start/Early Head Start provides 2/3 of the daily nutritional needs of children. For some children this is the only food they receive.

1. **ERSEA TRAINING**
   1. Dr. Armstead provided a training on ERSEA (a mandated training for the Board of Directors).
   2. Eligibility
      1. Age which is typically documented by a birth certificate – although this is difficult with our families who are often immigrants or asylees. Le Jardin Head Start/Early Head Start cannot place an undue burden on families and works with families to find alternative means of documenting age
      2. Residency must also be documented in utility bills or drivers’ licenses.
      3. Income – the most common form of income is pay stubs or a W2. Le Jardin researches the past calendar year OR the past twelve months – whichever is best for the family. Notarized letters from employers are accepted, but more difficult to obtain.
      4. Categorical eligibility applies to homeless children, foster children, and families on cash assistance
      5. All eligibility information is documented and signed by both the Family Worker and the Family Worker Supervisor.
   3. Recruitment
      1. Typical places to visit include pediatrician offices, OB-Gyn offices, WIC, Housing Authority. Flyers are placed in such locations and Le Jardin attends health fairs and other community events to promote the program
      2. Most of our clientele comes from by word of mouth. Le Jardin has a tremendous reputation in Homestead and has a waiting list
   4. Selection
      1. Head Start/Early Head Start selects the neediest of the needy. Selection is the process of assigning points based on need. Each December, the Board of Directors approves the Selection process.
      2. The current selection process priorities those at 50% of the Federal Poverty guidelines; two working parents, and children with diagnosed disabilities (IEPs)
         1. Note: Le Jardin has a difficult time in obtaining IEPS. The LEA is the only entity allowed to create and IEP. Miami-Dade Public School System is the LEA for Miami-Dade County. The office is under-funded and under-staffed - thus the process for an IEP is slow.
   5. Enrollment
   6. Children are enrolled after the selection process. A committee of staff members provides guidance and advice on placing children. No more than 20 children in a classroom (4 year olds); No more than 17 children in a classroom (3 year olds) and no more than 9 children in a group (infants and toddlers)
   7. Attendance: Goal is 85%
   8. Procedures for presenting false information.
      1. Presenting false information is fraud and as such families who present false information are subject to being un-enrolled
      2. Employees who present false information are subject to disciplinary practices, up to and including termination.(NO APPROVAL NEEDED \_ was a training)
2. **Policy Groups (Policy Committee and Policy Council**
   1. Dr. Armstead presented Le Jardin’s procedures for selecting a Policy Committee (delegate) and a Policy Council (grantee).
3. Dr Armstead explained to the board the Impasse Procedure for resolving disputes between the Board of Directors and the Policy Committee. An Arbitration Committee will be established and made up of 3 people who all must be from outside the agency. The findings and decisions of the Arbitration Committee will be binding on all parties who are a part of the dispute. Ms. Gerardin motioned to approve the Impasse Procedure. Ms. Usquelis seconded and the motion passed.
4. **Human Resources**
5. Ms. Garcia presented the Updated Organizational Chart. The only change to the chart was the new Parenting Program Coordinator position. This is the new position from the the Parenting Grant. Ms. Garcia went over the role and responsibility of the Parenting Program Coordinator. Ms. Gerardin made a motion to approve the Updated Organizational Chart. Ms. Usquelis seconded. The motion carried.
6. Ms. Garcia reviewed the Updated HR Policies and Procedures. For example, the introductory period for an employee is 180 days. Also, any job openings will be posted on ADP Talent Management System and the Le Jardin website. Ms. Aponte made a motion to approve the Updated HR Policy and Procedure. Ms. Gerardin seconded. The motion carried.
7. Ms. Garcia went over the Standards of Contact. The staff must not

a .Use Corporal Punishment

b. Use Isolation to discipline a child

c. Bind or tie a child to restrict movement or tape a child’s mouth;

d. Use or withhold food as a punishment or reward

e. Use toilet learning/training methods that punish, demean, or humiliate a child

f. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child

g. Physically abuse a child

h. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family

i. Use physical activity or outdoor time as punishment or reward

D. Ms. Garcia discussed the Conflict of Interest Policy

a. Not have a financial conflict of interest with the Head Start Program/Agency

b. Not receive compensation for serving on the Board or for providing services to the Head Start Program/Agency

c. Not to be employed, not members of your immediate family to be employed by the Head Start Program/Agency

**IX Financial Reports**

1. Ms. Martinez presented to the board the Financial Statements for June 2018. Cash flows from Operating Activity increased in Net assets by $618,796 in the month of June. The cash balance at the beginning of the year was $191,859 and at the end of the year was $261,249.
2. Ms. Martinez reviewed the Updated Financial Policies and Procedures. Ms. Martinez discussed how the change took place. Ms. Martinez went to Las Vegas in July 2018 and there was a compliance training session. In this training is where Ms. Martinez revamped our policy and procedure to mirror with what she learned in the training. The board will be voting on the Updates in the December Board Meeting.
3. **Other Business**
4. Mr. Berrones discussed the upcoming Art and Jazz event coming up in February. We are looking to make this the most successful event in our history. It has grown tremendously in popularity and there was talk in moving it to Main Street. We made the decision to keep it in house.
5. Mr. Berrones thanked the staff for their hard work this year.
6. We are losing Ms. Brieler and Dr. Greenfield from the board. Mr. Murphy presented a certificate of appreciation to Dr. Greenfield

**XI Informative Memorandum from the Secretary of HHS**

We presented to the board in the following sequence:

Log No. ACF-PI-HS-17-03 Key words: SF-429; Real Property; Facilities ; Purchase; Construction; Major Renovation; Reporting

Log No. ACF-PI-HS-17-04 Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures; Tangible Personal Property Reports; SF-428

Log No. ACF-IM-HS-17-02 Key Words Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricane Harvey, Irma, Jose, and Maria; Natural Disaster

Log No. ACF-PI-HS-18-01 Key Words: Fifty Percent; Duration Requirements

Log No. ACF-PI-HS-18-03 Key Words: Consolidated Appropriation Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Cost of Living Adjustment (COLA)

Log No. ACF-PI-HS-18-02 Key Words: Hurricanes Harvey, Irma, and Maria; Disaster Relief; Response and Recovery Efforts; Disaster Assistance; Natural Disaster

Log No. ACF-PI-HS-18-04 Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled

Log No. ACF-PI-HS-18-05 Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Increased Program Hours; Duration

Adjourned 8:42 pm

Next meeting December 11, 2018