Memorandum

MIAMI-DADE COUNTY

Date: June 11, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Miami-Dade County Community Action and Human Services Department and Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELC) Contract Changes for FY 2013-2014

The Miami-Dade County Community Action and Human Services Department (CAHSD), through its Child Development Services (CDS) Division, was contracted to provide administrative services relative to child care referral services, payments for providers and eligibility assessments for the Early Learning Coalition (ELC) School Readiness and Voluntary Pre-Kindergarten (VPK) Programs since July 2007.

On December 3, 2012, the Board of Directors of the ELC approved and adopted a service delivery model that would no longer require subcontracting services to Miami-Dade County because the Coalition will provide the services directly. The new model is in keeping with the legislative intent that requires administrative staff for school readiness programs be kept to the minimum necessary to administer the duties of the Office of Early Learning and Early Learning Coalitions. Savings generated by the new service delivery model will allow the ELC to restore child care slots that have been lost over the last few years.

Effective July 1, 2013, the ELC will take direct responsibility for providing administrative services to its School Readiness and Voluntary Pre-Kindergarten (VPK) programs. This new service model is similar to other program models already adopted by twenty-one (21) of the thirty-one (31) Early Learning Coalitions across the State of Florida.

The following information is provided as a status update regarding the transition of administrative functions from Miami-Dade County staff to the Early Learning Coalition:

1. **Impacted Employees:**
   - As a result of the non-renewal of this contract, 132 CDS employees will be impacted, translating into 46 employees exercising classified service rights (bumping), while 86 have no classified service rights to exercise. Due to employees exercising bumping rights, a total of 174 Miami-Dade County employees will be impacted. Of this number, 62 employees have classified service rights to exercise and 112 employees have no classified service rights to exercise.

   - Job fairs were held by the ELC on February 20 and 23, 2013 to advise and encourage impacted County staff to explore career opportunities and available positions within the ELC. To date, forty-seven (47) County employees have been offered positions with the ELC including five (5) supervisory positions and forty-two (42) non-supervisory positions. Of the forty-seven County staff offered positions, approximately fifteen (15) have bumping rights within County service.

- The Human Resources Division of the Internal Services Department (ISD) conducted four (4) informational sessions on March 4-7, 2013 to provide information regarding layoff, recall, benefits and retirement options. In addition, five (5) Transition Assistance workshops will be held June 13-25, 2013 in collaboration with South Florida Workforce (SFW), the Housing Finance Authority (HFA), and the United Way of Miami-Dade County to provide information on potential employment, housing, and social service programs to assist impacted employees. A review of benefits and retirement options will also be included. Workshops will be held at the Naranja, Miami Gardens, and Coconut Grove Neighborhood Centers and two at the Stephen P. Clark Center.

2. **Information Technology:** The Enhanced Field System (EFS) hardware is expected to be moved from the County to an ELC location by June 28, 2013. CAHSD staff is coordinating with ELC to migrate the appropriate software and programming codes needed to fully effectuate the technology exchange.

3. **Inventory/Records/Storage Files:** Closed (in storage) and active files are currently being collected from CDS offices and transferred to the ELC file warehouse. This process is expected to be completed by June 14, 2013.

4. **Furniture, Equipment and/or Capital Expenditures**: The CAHSD staff is completing a list of all equipment purchased with ELC funds. This process is expected to be completed by June 14, 2013.

5. **Provider Payments:** All payments will be processed by the ELC, as of July 1, 2013.

County staff continues to work with the ELC to ensure smooth transition of all administrative and support functions. We assure you that every effort is being made to minimize the impact to our employees as they seek new positions. Miami-Dade County remains committed to the delivery of quality services to children and remains committed to fostering effective collaborations to accomplish this goal.

If you have any questions, please contact Lucia Davis-Raiford at (786) 469-4644.

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