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Early Learning Coalition of Manatee County, Inc.
Ad Hoc Committee Meeting
Of
January 13, 2022

The Early Learning Coalition of Manatee County, Inc. held an Ad Hoc Committee Meeting on January 13, 2022, at 3:00 pm at 600 8th Avenue West, Palmetto, Florida.

Ad Hoc Committee Members Present

Mr. Adam Mohammadbhoy
Ms. Jennifer Passmore
Mr. Robert Bell
Mr. Andrew Minor
Ms. Christina Riggio - Garraffa
Ms. Annette Larkin

ELC Executive Staff Present

Mr. Darrell King
Ms. Kerry Gaylord
Ms. Karen Holman
Ms. Marie O'Connell
Ms. Hilarie King

The Ad Hoc Committee and Early Learning Coalition of Manatee County Executive Staff joined the meeting via Zoom.

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County and the Ad Hoc Committee meeting of January 13, 202.

Welcome and Roll Call.

The Chairman, Mr. Adam Mohammadbhoy, called the meeting to order at 3:02 pm.
Mr. Darrell King, the Chief Operations Officer, conducted a roll call and determined a quorum was present.

Emergency Succession Plan.

Mr. Adam Mohammadbhoy, Chairman

Mr. Mohammadbhoy appointed Mr. King as Interim Chief Executive Officer due to the sudden passing of Chief Executive Officer Mr. Paul Sharff. Mr. Mohammadbhoy also assigned the Interim Chief Operations Officer position to Mrs. Kerry Gaylord. Mrs. Gaylord will also continue her duties as Director of Grant Management.
Mr. Mohammadbhoy reported that the Executive Committee (Ad Hoc) would meet next week to ratify interim appointments and vote on the succession plan going forward.

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Mr. Mohammadbhoy stated that Mr. Sharff's, Executive Support, Mrs. Hilarie King, could not directly report to the Interim CEO, Mr. King due to State regulations, and options would be presented to Mrs. King for relocation to another department.

Immediate actions are needed for the continuation of operations.
Mr. Mohammadbhoy stated that the Ad Hoc Committee agreed to reevaluate and amend the ELC Emergency Succession plan as required. Mr. Mohammadbhoy reported that several examples of Succession Plans at other agencies were shared and reviewed by the Ad Hoc Committee. The committee offered support to Mr. King on any obligations or issues that arose. Mr. Mohammadbhoy stated that Mr. King is to be added as a check signatory as soon as possible to allow continuing efficient operations for the ELC Finance Department.

Board Press Release.
Mr. Mohammadbhoy stated that the Press Release announcing Mr. Sharff's passing was presented to Committee and was approved for release.

Addressing ELC staff.
Mr. Mohammadbhoy stated that Mr. King would address ELC staff on Interim changes and deal with all staff communications going forward.

Old Business
None

New Business
None

Public Comments
There were no public comments**.**

Adjournment

There was no further business before the Ad Hoc Committee. The meeting adjourned at 3:16.

Minutes prepared by:

Hilarie King

Hilarie King, Board Liaison

Minutes approved by:

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Adam Mohammadbhoy
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Adam Mohammadbhoy, Esq., Chair