Early Learning Coalition of Manatee County
Audit Committee Meeting
January 17, 2023

The Early Learning Committee of Manatee County, Inc. held an Audit Committee Meeting on January 17, 2023, at 11:00 a.m. The meeting was conducted through Zoom at 600 8th Ave West, Palmetto, Florida, 34221.

Audit Committee Members Present:
Mr. James Disbro, Interim Chair
Mr. Gary Scott
Chief Michael Rampino

ELC Staff Present:
Mr. Darrell King, Chief Executive Officer
Ms. Marlene Yanelli, Director of Human Resources
Ms. Kerry Gaylord, Chief Operations Officer
Ms. Rachele Spivey, Director of Grant Management
Ms. Kelly Beavers, Director of Community Initiatives

These minutes summarized the discussion of the Early Learning Coalition Audit Committee Meeting on March 3, 2021.

Welcome and Roll Call
Mr. James Disbro, Interim Chair, ordered the meeting at 11:02 a.m.
Mr. Darrell King, Chief Executive Officer, conducted a roll call ad and determined a quorum.

Citizens Comments
None

Audit Report
Mr. King explained the timelines and history behind Mr. Andre's termination from his position at the agency and the issues Mr. Andre's supervisors and co-workers had during his time at ELC.

Mr. King then confirmed that he had been aware of issues with the building manager and concerns about how Mr. Andre might represent the agency in the community, which was a key part of his job. Based on discussions with HR and Supervisors and a deterioration in Mr. Andre's performance, he decided to terminate Mr. Andre's employment. All routine Coalition procedures dealing with termination had been followed and documented.

The U.S. Equal Employment Opportunity Commission (EOCC) complaint that Mr. Andre lodged at the end of August 2022 was then discussed. Mr. Scott asked if that complaint was still open,

and Mr. King confirmed it had been closed within 24 hours without ELC having to provide any paperwork.

Mr. King confirmed that due to Mr. Andre's subsequent emails to random employees at the ELC office and various State agencies, he had decided that legal representation was necessary. Under the ELC insurance policy for employment matters, the firm Cole, Scott, and Kissane had been retained to handle the issue for ELC. When the subject field in one of the emails from Mr. Andre used the term, Whistleblower, it was Mr. King's decision after discussions with legal counsel that the ELC Whistleblower policy be activated. All Audit Committee members agreed that Mr. King had taken the correct course of action.

Upon review of the packet given to Audit Committee members outlining Mr. King and HR's investigation into the termination of Mr. Andre, the Audit Committee unanimously agreed that ELC had acted appropriately. Mr. Disbro commended staff for their record keeping and detail in the packet sent to the Committee. Chief Rampino also expressed his satisfaction with how ELC laid out the facts.

Approval of the Audit Committee Meeting Notes from March 3, 2021, was ceased due to insufficient members present during this meeting.

Old Business
None

New Business
None

Public Comment
None

Adjournment
There being no further business before the Audit Committee, Mr. Disbro, Interim Chair, moved to adjourn the ELC Audit Committee Meeting. Accordingly, the meeting ended at 11:22.

Minutes prepared by:

Ms. Hilarie King, Board Liaison
Chair

Minutes Approved By:

Mr. James Disbro, Interim