Early Learning Coalition of Manatee County
Governance Committee Meeting Minutes
November 28, 2023, 11:00 am ZOOM

The Early Learning Coalition of Manatee County, Inc. held a Governance Committee Meeting through ZOOM on November 28, 2023, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom
Ms. Christina Riggio
Mr. James Disbro
Mr. Zack Kallis
Dr. Michael Mackie

ELC Executive Staff Present
Mr. Darrell King, CEO
Ms. Kerry Gaylord, COO

ELC Board Liaison
Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Governance Committee meeting on November 28, 2023.

Welcome and Roll Call
Ms. Christina Riggio, Governance Chair
Mr. Darrell King, CEO, conducted a roll call. The meeting was called to order at 11:01 am with a quorum present.

Citizen Comments
None

Policies Updates
Ms. Kerry Gaylord, Chief Operations Officer
Ms. Gaylord's policy updates were as follows.

- Procurement Policy
  - The Executive & Finance Committee and the ELC Board of Directors approve all purchases of $50,000 and above per our new Fiscal policy.
- Bylaws
  - Several updates have been made to the Bylaws to meet the requirements of the Florida Statutes.
- Employee Handbook
  - Personal floating holidays must be used on a calendar year, not the coalition's fiscal calendar.
  - 25-hour PT employees will accrue 3 hours instead of 2.5 hours on Friday holiday

days.

- Confidentiality of Records and Data
    - At DEL's request, extra security measures will now prohibit transferring confidential information from agency computers onto USB drives. This function is disabled on all staff computers and requests to download any information onto a flash drive must be made through IT and approved by the CEO.
- IT Security
    - All Department of Education policy requirements will be fully adhered to by ELC.

Board Updates

Mr. Darrell King, Chief Executive Officer

Mr. King's board updates were as follows.

- CSAB Board chair requirement
    - The State has required that any Coalition with a Children's Services Advisory Board (CSAB) and receives funding from that entity appoint the CSAB Chair as a mandated member of their Early Learning Education Coalition Board of Directors.
    - Ms. Connie Shingledecker, the Manatee County CSAB Chair, graciously accepted the position, pending full board approval in December.
- Tours and Board engagement
    - The October Board tour was very well received. The goal is to have another board tour for the members who could not attend at the beginning of 2024.
- 2024 Board Meeting Schedule
    - The 2024 Board Meeting schedule will follow in line with the past years. Meetings will be held quarterly, beginning in March of 2024.

Items for Approval Consent Agenda

1) Procurement Policy
2) Bylaws
3) Employee Handbook
4) Confidentiality of Records and Data
5) IT Security
6) 2024 Board Meeting Schedule
7) Connie Shingledecker – CSAB requirement

Upon motion duly made by Dr. Mackie and seconded by Mr. Kallis, the Governance Committee unanimously approved the items for approval on the Consent Agenda.

Approval of Governance Committee Meeting Minutes of February 27, 2023

Upon motion duly made by Mr. Kallis and seconded by Dr. Mackie, the Governance Committee unanimously approved the Governance Committee Meeting Minutes of February 27, 2023.

Old Business

None

New Business
None

Public Comments
There were no public comments.

Adjournment
There was no further business before the Governance Committee. The meeting adjourned at 11:33 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Christina Riggio, Chair