**Early Learning Coalition of Manatee County, Inc.**
**Executive Committee & Finance Committee Meeting**
**Of**
**November 29, 2023**

*The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting **via Zoom** on November 29, 2023, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

**Committee Members Present**
Ms. Jennifer Passmore
Mr. Adam Mohammadbhoy
Mr. Robert Bell
Mr. Gary Scott
Ms. Rachel Kendzior
Mr. Tim Pye
Mr. Bryan Rench

**Committee Members Excused**
Ms. Christina Riggio
Ms. Leslie Wells

**ELC Staff Present**
Mr. Darrell King, CEO
Ms. Gabriela Macias, CFO
Ms. Kerry Gaylord, COO
Ms. Hilarie King, BOD liaison

*These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on November 29, 2023.*

**Welcome and Roll Call**
Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:02 a.m.
Mr. Darrell King, the CEO, conducted a roll call and determined that a quorum was present.

**Citizen Comments**
There were no citizen comments.

**Financial Committee Report**
**Mr. Robert Bell, Chair**
**Ms. Gabriela Macias, Chief Financial Officer**
Ms. Macias's financial updates were as follows:

- Budget to Actual Report July 1, 2023 – September 30, 2023.
    - Due to the timing of cost reimbursements, the report looks askew because of the front-loaded July insurance payments, VPK Calendar expenditures, and Provider ARPA funding. Extra income from shared services also played a factor. Overall, the actual budget is right on track for Q1.

- Statements of Activities July 1, 2023 – September 30, 2023.
    - Direct Services:
        - Required 78% - ELCMC 79.9%
    - Administration:
        - VPK required: 4% - ELCMC 3.44%
        - SR required: 5% - ELCMC 4.4%

**Governance and Procurement Report**

**Ms. Christina Riggio, Chair**

**Ms. Kerry Gaylord, Chief Operations Officer**

Ms. Gaylord's updates were as follows:

- Procurement Policy.
    - The ELC Board of Directors approves all purchases of $50,000 and above – below can be approved by the CEO.
- Bylaws.
    - Bylaws are updated to meet the requirements of the Florida Statutes.
- Employee Handbook.
    - ELC full-time employees' floating holiday must be used in the calendar year.
    - PT employees will accrue 3 hours instead of 2.5 hours on holiday days that fall on a Friday.
- Confidentiality of Records and Data.
    - 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
    - ELC will fully meet all DEL policy obligations.
- DEL/CSAB updated requirements.
    - 5 Coalitions in the state of Florida have Children Services Advisory Boards; this includes ELCMC. DEL requires the CSAB Board Chair to be a board member of the ELCMC. The CSAB BOD Chair, Ms. Connie Shingledecker, has accepted the board position.
- Tours and Board engagement.
    - The next tour is scheduled for early 2024.
- 2024 Board Meeting Schedule.
    - The schedule will follow the previous years.
- ARPA Procurement Proposals.
    - Request approval for the following vendors after RFP process: Learning Beyond Paper, Gardner Media, and Discovery Source.
    - The ELCMC has retained Grimes Hawkins Gladfelter & Galvano to review all contracts over $65,000 as per DEL rules.

- ARPA Single Source.
    - DEL provided the applicable single-source vendors - Teachstone, HATCH, Marco Polo Technology, and Kodo. The coalition requests that the BOD approve contracts reviewed for ARPA purchases.

**Chief Executive Officer Report**

**Mr. Darrell King, Chief Executive Officer**

Mr. King's executive updates were as follows:

- The coalition's current budget is $34 million. With an extra 140 children in the School Readiness Program, the coalition requested and was approved an additional $700,000 in SR funding from the State.
- The State Funding Updates 2024.
    - The $4 million in discretionary grant dollars awarded through the ARPA Program must be spent by June 30, 2024. The coalition aims to allot the $4 million by June 1, 2024.
- DEL Fiscal Monitoring was flawless.
- The Chancellor of the Division of Early Learning, Ms. Cari Miller, visited the ELC on October 11, 2023. Ms. Miller toured the Coalition and two providers. The ELCMC was the first Coalition Ms. Miller paid a visit to.
- Mr. King met with the new MCSD Superintendent, Dr. Wyson, on September 19, 2023.
- The Attendance Matters Breakfast will be at the MPAC on December 2, 2023. There will be over 150 people attending.
- The 12th annual golf tournament will be held at the IMG Golf Course on December 8, 2023, and is on target to sell out and make more profit than last year's event.
- The coalition is creating a new BOD planning team for the Stand for Children Gala on June 1, 2024.
- The coalition is exceptionally excited to have new signage on the front of the building for the first time, with a new monument sign that will electronically display ELC info awaiting City approval and planning to enhance awareness of ELC further.

**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. RFP's – Learning Beyond Paper, Gardner Media, Discovery Source
8. Single Source – HATCH, Teachstone, Kodo, MarcoPolo Technology
9. Connie Shingledecker – CSAB requirement

***Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved the items for approval on the Consent Agenda.***

**Items for Approval Non-Consent Agenda**

1. Budget to Actual Report July 1, 2023 – September 30, 2023.

***Upon motion duly made by Mr. Scott and seconded by Mr. Bell, the Executive & Finance Committee unanimously approved the Budget to Actual Report July 1, 2023 – September 30, 2023.***

2. Statement of Activities July 1, 2023 – September 30, 2023.

***Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved the Statement of Activities July 1, 2023 – September 30, 2023.***

Approval of Executive Finance Committee Meeting Minutes of September 6, 2023

***Upon motion duly made by Mr. Pye and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of September 6, 2023.***

**Old Business**

None

**Public Comments**

There were no public comments.

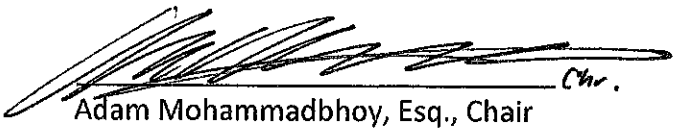
**Adjournment**

*There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:37.*

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:



Adam Mohammadbhoy, Esq., Chair

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***Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved the items for approval on the Consent Agenda.***

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2. Statement of Activities July 1, 2023 – September 30, 2023.

***Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved the Statement of Activities July 1, 2023 – September 30, 2023.***

Approval of Executive Finance Committee Meeting Minutes of September 6, 2023

***Upon motion duly made by Mr. Pye and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of September 6, 2023.***

**Old Business**

None

**Public Comments**

There were no public comments.

**Adjournment**

*There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:37.*

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair