Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
November 30, 2022

The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting via Zoom on November 30, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Ms. Jennifer Passmore
Ms. Rachel Kendzior
Mr. Tim Pye
Ms. Karen Carpenter
Mr. Andrew Minor
Ms. Christina Riggio Garraffa
Mr. Bryan Rench

Committee Members Excused
Mr. Adam Mohammadbhoy
Mr. Robert Bell
Dr. Robin Thompson

ELC Staff Present
Mr. Darrell King
Ms. Karen Holman
Ms. Kerry Gaylord
Ms. Gabriela Macias
Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting held via Zoom on November 30, 2022.

Welcome and Roll Call
Ms. Jennifer Passmore, the Vice Chair, called the meeting to order at 11:04 am.
Mr. Darrell King conducted a roll call and determined that a quorum was present.

Citizen Comments
There were no Citizens' comments.

Finance Committee Report

Chief Financial Officer, Ms. Karen Holman

Ms. Holman reviewed the Budget to Actual report from July 1, 2022, to September 30, 2022, and the Statement of Activities from July 1, 2022, to September 30, 2022. Ms. Holman stated that we are a quarter into the new fiscal year. Our admin percentages are on target.

- Direct Services required: 78% - ELCMC 83.7%.
- Admin:
    - VPK required: 4% - ELMC 4.11%
    - SR required: 5% - ELCMC 3.1%

Ms. Holman noted that expenditures are close to budgeted amounts except for the two line items that seem high; this is due to timing.

Ms. Holman noted that the coalition received an addition$14 million in ARPA funding from the state at the end of September.

Ms. Holman announced to the committee that she would retire at the beginning of January after 14 years with the MCELC. Ms. Gabriela Macias will proceed as the new MCELC CFO.

Policies Report

Chief Operations Officer, Ms. Kerry Gaylord

Ms. Gaylord updated the committee on the ELCMC Plan Amendment Certification for 2022-2024. Every coalition in the state is required to submit a DEL-30 form broken down into six sections with an SR Plan Amendment Log. These sections convey our coalitions, BOD Membership, bylaws, different implementations, and sliding scales to DEL. Leadership is working hard as a team to complete all the requirements.

Chief Executive Officer Report

Chief Executive Officer, Mr. Darrell King

Mr. King gave an ARPA and CRRSA update. The allocated state dollars will help our providers and their families directly. Over the last seven months, we received $48 million in State and ARPA funding. Nearly $6 million in stabilization grants will be allocated to our providers by the end of June.

Mr. King informed the committee about awaiting DEL updates on Governor Board Appointees.

Mr. King gave an update on the VPK program's $15-hour participation. He stated that 95% of our providers had taken part. That is 105 out of 115 providers in Manatee County. Mr. King was proud to announce that Manatee County had the third-highest provider participation in the state.

Mr. King reported that the CSAB funding would have open enrollment in January. We plan on requesting funding for our Nemours Program, STEAM, and a new pilot program to be launched in 2023.

Mr. King stated that the Coalition's auto accident legal matter relating to a former employee in the Spring had been resolved with a $2 million out of court settlement from the Insurance company.

Mr. King stated that a claim submitted to the Equal Employment Opportunity Commission (EEOC) regarding potential discrimination and harassment of a prior employee had been dismissed.

Mr. King announced that the 50th issue of NEXTGEN Family Magazine was out! While NEXTGEN Magazine is doing well, keeping the quality at the same standard is essential. Due to changes in print audience, if financially necessary, NEXTGEN would produce four high-quality issues yearly instead of six low-quality issues.
Mr. King stated that the 11th Annual Golf Tournament on 12.10.2022 raised about $60,000. This was a $15,000 increase in sponsorship from the previous golf tournament in 2021.

Mr. King closed by announcing the save the date for the Coalition's upcoming Stand for Children Luncheon on June 1st, 2023.

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2022 – September 30, 2022

Upon motion duly made by Ms. Riggio and seconded by Mr. Minor, the Executive & Finance Committee unanimously approved the Budget to Actual Report for July 1, 2022 - September 30, 2022.

2) Approval of Statement of Activities July 1, 2022 – September 30, 2022

Upon motion duly made by Ms. Carpenter and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved the Statement of activities for July 1, 2022 – September 30, 2022.

Approval of the Executive & Finance Committee Meeting Minutes of September 7th, 2022

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved the **Executive & Finance Committee Meeting Minutes of September 7th, 2022.**

Old Business
None

New Business
CEO Contract and Compensation

Upon motion duly made by Mr. Rampino seconded by Ms. Minor, the Executive & Finance committee unanimously approved the recommended CEO Contract and Compensation Contract to the Board of Directors.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:50.

Minutes prepared by:

Hilarie King

Hilarie King, Board Liaison

Minutes approved by:

Chr.

Adam Mohammadbhoy, Esq., Chair