Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
December 13, 2023

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on December 13, 2023, at 11:00 a.m., 600 8th Avenue West, Palmetto, Florida. The meeting was held in person and via Zoom.

ELC Board of Directors Members Present
Adam Mohammadbhoy
Annette Larkin
Christina Riggio
James Disbro
Jennifer Passmore
Kathy Patreka
Micheal Mackie
Misty Ritch
Peggy Sammons
Rob Bell
Zack Kallis

ELC Board of Directors Members via Zoom
Bryan Rench
Carla McGill
Elida Mujic
Gary Scott
Leslie Wells
Marjani Jones
Tim Pye

ELC Board of Directors Members Excused
Chantal Porte
Kristina DeWitt
Rachel Kendzior
Sheila Halpin

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on December 13, 2023.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:01 a.m.
Mr. Darrell King, the ELC 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.
  - The actual budget is on track for Q1.
    - The report appears out of line on paper due to the front-loaded costs, including the July insurance payments, VPK Calendar expenditures, Reading PALS, and Provider ARPA funding. Extra income from shared services also played a factor.
- 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%

The Fiscal Monitoring is completed, and the ELCMC only had one finding regarding using Flash Drives.

Governance and Procurement Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Riggio updated the BOD about the following matters approved at the 11.28.2023 Governance Meeting:

- 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.

Ms. Gaylord gave the BOD a Procurement Report:
After a three-month process and assessments, the following proposals were selected.

- ARPA Procurement Proposals.
    - Approval for the following vendors' RFP: 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 State Funding Updates 2024.
    - The $4 million in discretionary grant dollars awarded through the ARPA Program has allowed us to devise a spending plan based on our county's needs. One of the coalition's main focus is bridging the gap from VPK to Kindergarten. Interactive Technology is being looked at to try to move the needle along with many other exciting plans that we will ask the Board to approve today.
- 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.
- DEL Fiscal Monitoring was flawless. Mr. King is very thankful for the staff's hard work and dedication.
- The Chancellor of the Division of Early Learning, Ms. Cari Miller, visited the ELC on October 11, 2023, and toured the Coalition and two providers. The ELC Leadership Team had a lovely dinner getting to know Ms. Miller. Mr. King proudly states that the ELCMC was the new Chancellor's first coalition to visit.

- Mr. King met with the new MCSD Superintendent, Dr. Wyson, on September 19, 2023. Dr. Wyson is a huge proponent of early education and is excited to work together.
- The Attendance Matters Breakfast on December 2, 2023, was very well attended and informative. The new MCSD Superintendent, Dr. Wyson, was in attendance, benefiting the ELC.
- The 12th annual golf tournament was held at the IMG Golf Course on December 8, 2023, and was again very successful with the event attended by more than 100 golfers and even more sponsors coming on each year as it grows and grows.
- The coalition is creating a new BOD planning team for the Stand for Children Gala on June 1, 2024.
- The coalition is 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 approved by the City of Palmetto and moving to the construction phase.

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 Ms. Passmore and seconded by Ms. Riggio, the Board of Directors 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 Ms. Passmore and seconded by Ms. Larkin, the Board of Directors 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 Ms. Patreka and seconded by Ms. Passmore, the Board of Directors unanimously approved the Statement of Activities July 1, 2023 – September 30, 2023.

Approval of Board of Directors Meeting Minutes of September 20, 2023

Upon motion duly made by Mr. Pye and seconded by Mr. Scott, the Board of Directors unanimously approved the Board of Directors Meeting Minutes of September 20, 2023

Public Comments

There were no public comments.

Adjournment

There was no further business before the ELCMC Board of Directors. The meeting adjourned at 11:49.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair