Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
December14, 2022

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting via Zoom and in person on December 14, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Mr. James Disbro
Ms. Jennifer Passmore
Mr. Gary Scott
Ms. Rachel Kendzior
Mr. Robert Bell
Mr. Zack Kallis
Ms. Chantal Porte
Ms. Karen Carpenter
Dr. Carla McGill
Chief Michael Rampino
Mr. Andrew Minor
Ms. Kathy Patreka
Ms. Caroline Halfacre
Mr. Bryan Rench

Committee Members Excused
Mr. Adam Mohammadbhoy
Ms. Christina Riggio
Ms. Annette Larkin
Ms. Marjani Jones
Mr. Tim Pye
Dr. Michael Mackie
Dr. Kristina DeWitt

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors Meeting of December 14, 2022.

Welcome and Roll Call

Ms. Jennifer Passmore, the Vice Chair, called the meeting to order at 11:06 am.
Mr. Darrell King conducted a roll call and determined that a quorum was present.

Citizen Comments

There were no Citizen Comments.

Finance Committee Report

Mr. Robert Bell, Finance Chair

Chief Financial Officer, Ms. Karen Holman

Ms. Holman gave the Budget to the 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 admin percentages are on track for being a quarter into the new fiscal year.

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

Ms. Holman mentioned that expenditures are close to budgeted totals except for the two-line items that seem elevated due to timing.
Ms. Holman stated that the state gave an additional $14 million in ARPA funding at the end of September.
Ms. Holman stated that Ms. Gabriela Macias will be the coalition's new CFO. After 14 years with the ELCMC, she will retire on the first Friday of January 2023.

Policies

Chief Operations Officer, Ms. Kerry Gaylord

Ms. Gaylord informed the board that the coalition is working on the 2022-24 SR Plan Certification for DEL. Ms. Gaylord explained that each coalition submits the required report every two years to be approved for spending School Readiness funds. Leadership is working to gather the required data, and we are ahead of our submission deadline.

Chief Executive Officer Report

Chief Executive Officer, Mr. Darrell King

Mr. King gave the board an update on American Rescue Plan roll-out. The coalition budget for this FY will be $48 million in state-awarded grants and ARPA dollars. Mr. King said that most APRA funding was allocated to our providers through stabilization grants. His current plan is to have all ARPA funds allocated by April 2023.

Mr. King updated the board on Governor Board Appointees. Mr. King's priority in the new year is to ensure our board fulfills any amendments required by DEL.

Mr. King reported on the VPK $15-hour participation program. Mr. King was incredibly proud to report that the coalition allocated close to $1 million to providers' staff salaries. Our coalition placed third out of 30 coalitions statewide in the program's participation.

Mr. King gave a local licensing update. After meeting with the Manatee County Administrator, Dr. Scott Hopes, the County has asked ELC to apply for new funding through CSAB for a program that would offer Providers training, technical assistance, support and mentoring assistance to keep them in compliance with DCF. ELC would not be a 'police force' but offer support, expertise and work directly with our Provider community. This would stop short of local licensing but would be a step in the right direction to improving health and safety for local children.

Mr. King stated that the Auto Accident legal issue involving a former employee from the Spring had been settled by the Insurance company out of court for $2 million.

Mr. King updated the board on the ongoing legal matter concerning a past employee dismissed in April 2022. The former ELC employee filed a complaint with the Equal Employment Opportunity Commission. The EEOC investigated the case and dropped all claims within 24 hours. The past employee had until November 2022 to file a lawsuit, but he never did. The former employee continued by emailing ELC staff using the term "whistleblower." The whistleblower policy was reviewed. The procedure requires a review of the findings/case by the Audit Committee. Mr. King stated that this meeting would be held in early January 2023.

Mr. King gave a follow-up report on the 11th Annual ELC Golf Tournament. The tournament was the most successful, raising almost $60,000 in sponsorships.

Mr. King spoke about the 50th Issue of NextGen Magazine. Mr. King stated that print media is down, but he plans to do what is considered necessary to keep the magazine running at its current standard.

Mr. King informed the board that the Stand for Children Luncheon will be on June 1st, 2023. Funds raised during the event will assist the coalition's new Spot On Transition to Kindergarten (T2K) Initiative.
Ms. Spivey explained the T2K initiative. The Office of Early Learning started developing the plan in 2017. January 2023 is the call to action. The T2K Initiative will provide extensive planning and collaborative opportunities between coalitions and school district staff. These combined efforts aim to assist preschool and public school educators with the transitional changes children and families face when moving from preschool to kindergarten. The coalition would like to purchase 200 Discovery Source Kits for educators. The total cost for these 200 Discovery Source Kits is approximately $55,000.
Mr. King requested that the board approve the spending to cover the cost.

In closing, Mr. King thanked Ms. Holman for her years of commitment to the Coalition and presented her with a plaque acknowledging her fourteen years as the Chief Financial Officer.

Items for Approval Consent Agenda

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

Upon motion duly made by Ms. Carpenter and seconded by Mr. Minor, the Board of Directors 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 Mr. Bell and seconded by Mr. Disbro, the Board of Directors unanimously approved the Statement of activities for July 1, 2022 – September 30, 2022.

Items for Approval Non-Consent Agenda

- Approval of $55,000 ACH payment to Discovery Source for January T2K training materials.

Upon motion duly made by Ms. Riggio and seconded by Chief Rampino, the Board of Directors unanimously approved the $55,000 ACH payment to Discovery Source for the January T2K training materials.

Approval of the Board of Directors Meeting Minutes of September 21, 2022

Upon motion duly made by Mr. Rob Bell and seconded by Chief Rampino, the Board of Directors unanimously approved the Board of Directors Meeting Minutes for September 21, 2022.

Old Business

None

New Business

- Approval of Dr. Robin Thompson's resignation from the MCSD and MCSD Designee for the ELC Board of Directors.

Upon motion duly made by Mr. Bell and seconded by Ms. Carpenter, the Board of Directors unanimously approved the resignation of Dr. Thompson as the MCSD designee for the ELC Board of Directors.

- Approval of Dr. Sheila Halpin, as recommended by Superintendent Cynthia Saunders, as the new MCSD designee for the ELC BOD.

Upon motion duly made by Ms. Carpenter and seconded by Chief Rampino, the Board of Directors unanimously approved Dr. Halpin as the new MCSD designee for the ELC Board of Directors.

- ✓ **Staff Members of the Early Learning Coalition were excused.**

Mr. Rob Bell updated BOD about the recommendations from the Executive and Finance Committee Meeting on November 30th, 2022.

- Approval of the Early Learning Coalition of Manatee County Chief Executive Officer's Contract and Compensation.

Upon motion duly made by Mr. Minor and seconded by Chief Rampino, the Board of Directors unanimously approved the MC ELC Chief Executive Officer, Mr. Darrell King's, Contract and Compensation.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting adjourned at 11:50.

Minutes prepared by:

Hilarie King

Hilarie King, Board of Directors Liaison

Minutes approved by:

Chr.

Adam Mohammadbhoy, Esq., Chair