Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
of
December 2, 2020

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on December 2, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Board members Present for Executive & Finance Committee Meeting:

Diane Neeves (phone)
Andrew Minor (Zoom)
Michael Rampino (Zoom)
Rob Bell (Zoom)
Rachel Kendzior (Zoom phone)
Christina Riggio (Zoom)
Jennifer Passmore (Zoom)
Adam Mohammadbhoy, Chair (Zoom)
Karen Carpenter (Zoom)
Dr. Robin Thompson (Zoom)

ELC Staff Present:

Paul Sharff, Chief Executive Officer (Zoom)
Sharon Oakes, Chief Operations Officer (Zoom)
Darrell King, Chief Communications Officer (Zoom)
Karen Holman, Chief Financial Officer (Zoom)
Hilarie King, Executive Support & Board Liaison (Zoom)

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of December 9, 2020.

Welcome and Roll Call

Mr. Mohammadbhoy, the Chairman, called the meeting to order at 11:03 am.
Mr. Sharff conducted a roll call and determined a quorum was present for the meeting to proceed.

Citizen Comments

None

Finance Committee: Mr. Robert Bell, Finance Chairman
C.E.O. Compensation Report, Mr. Robert Bell, Chairman

Financial Report, Ms. Karen Holman, Chief Financial Officer

The Budget to actual is very askew due to extra COVID funding from OEL and influx of CARES Dollars. We will have a much clearer picture of the actual Budget after our Audit Committee Meeting on March 3, 2021, to put forward at the March 3, 2021, Executive & Finance Committee Meeting that follows afterward. Overall, our Budget looks good our admin percentages are excellent. The Fiscal Monitors hired by OEL only reported one finding for not getting additional quotes for purchasing a security

camera. We used the same company that we have always used. In a $27 million agency, that is a minuscule find. Some Coalitions had over 20 findings.

Upon motion duly made by Ms. Kendzior and seconded by Mr. Minor, the Finance Committee unanimously approved the Revised Budget report to move on to the Board of Directors meeting on December 9, 2020.

Governance Report, Christina Riggio, Chair

Ms. Riggio read through the names of new Board Members that were put forth and voted to accept during the Governance Committee. Paul Sharff gives a short profile on each Nomination to the committee. Nominations are as follows.

1) Doug Hall (Private Sector)
2) Zack Kallis (Retired Private Sector)
3) Rev. Dr. Robert Baker (Private Sector)
4) Dr. Michael Mackie (Private Sector)
5) Bryan Rench (Private Sector)
6) Gary Scott (Private Sector)
7) Caroline Halfacre (Private Sector)

Mr. Sharff explains to the committee that the Board lost several members in 2020 due to terms, retirements, and physical address changes out of Manatee County limits. We are allowed to have up to 30 Board members. Ms. Riggio informs the Committee that Joe Miller has moved out of Manatee County and is therefore not eligible to be a Board member anymore. *Joe Miller's formal letter of resignation is attached.* Ms. Riggio also informs the Committee that Board member Dr. April Flemming has taken a new job. Every Coalition in the state is required to have a Florida College System Designee. Dr. Kristina L. DeWitt, Dept. Chair, Social and Behavioral Sciences Program Manager and Education Programs Associate Professor at the State College of Florida is Manatee-Sarasota appointed as the new Designee. Ms. Riggio explains Birthday Holiday needs to be voted on every two years.

Quality Committee Report, Dr. Robin Thompson, Chair

Dr. Thompson gives an update on the Quality Committee. All of the members of the committee agreed that we need more Providers to be accredited. If a provider falls below a four, they will have to give up their contract due to OEL putting stricter guidelines when assessing providers' performances. The Coalition will give them the necessary support to move them to a five or higher. To increase quality, the committee wants to introduce a national accreditation for the providers and their administration.

Strategic Planning Committee Report, Rachel Kendzior, Chair

Ms. Kendzior informs the committee about the 2020-2024 Strategic Plan. Much of what exists will stay the same, emphasizing family nurturing and their children. The only component that the committee unanimously voted on was adding mental health awareness and overall health.

There is a great deal of research on social and emotional learning that needs to be emphasized.

Chief Executive Officer's Report, Mr. Paul Sharff, CEO
Washinton DC and State Legislation:

Florida Legislator is starting to work on Bills to be put forth in the upcoming March Sessions. Senator Jim Boyd will keep a close eye out for any Bills that will help Early Education. Mr. Sharff will have more to share on legislative news at the upcoming March 3, 2021, Executive & Finance Committee Meeting.

Mr. King gives an update on the upcoming Golf Tournament projected to raise approximately $50,000. That is approximately an increase of net $20,000.

Quality Report:

Ms. Oakes informs the committee that we received a little over $1.3 million between the From Cradle to College Foundation and the ELC combined and three rounds of funding through Manatee County CARES Act Funding. She explains how cost reimbursement works. We purchase the item, prove it is used, and submit proper documentation to the County to reimburse. A significant portion of these funds is to purchase PPE to distribute to our Providers and use at our ELC building. The ELC is also working on an online learning system. We have had much staff working at feeding events after ELC hours and feeding events on the weekends. The Finance team is working weekends to stay on schedule, so we get reimbursed as quickly as possible.

NextGen Magazine Update:

Mr. Sharff informs the committee that we will be asking six people to join a NextGen Advisory Board. The new Board will help us come up with fresh ideas from other community members' perspectives.

Board Committee Update:

Mr. Mohammahdboy, our Board Chair, is appointing Ms. Carpenter as the Audit Committee Chair upon Mr. Miller stepping down.

Shared Services Report:

Ms. Oakes informs us that our shared services have been low due to CARES grant work. The ELC does share services with FCTCF. Operation WIT is under the Foundation, and the ELC has been supporting them in any way we can to get that up and running. Children's Services Advisory Board is funding the new WIT program; this is the first time in four years that the CSAB has funded a new program.

Bus Updates MC CARES:

Mr. Sharff gives an update on the new Bus and hopes to have a video for the next meeting in 2021. Mr. King informs the committee that the Mobile Community Center Bus is multifunctional. It acts as a mobile wifi hotspot, book distribution, food distribution, and WIT will take it out to the churches. The total cost will be around $180,000, all paid by CARES funding.

Items for Approval Consent Agenda

1) Approval of the seven first-time appointments as recommended by the Governance Committee
2) Approval to accept Joe Miller's Board resignation
3) Approval of the State College of Florida Designated Representative
4) Approval of Birthday Holiday

Upon motion duly made by Ms. Riggio and seconded by Mr. Minor, the Executive and Finance Committee unanimously approved the Consent Agenda items.

Items for Approval Non-Consent Agenda

1) Approval of Jennifer Passmore's term extension as Vice-Chair

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio, the Executive and Finance Committee unanimously approved **Jennifer Passmore's term extension as Vice-Chair.**

2) Approval of Rob Bell's term extension as Secretary, Treasurer

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio, the Executive and Finance Committee unanimously approved Rob Bell's term extension as Secretary, Treasurer.

Upon a motion duly made by Ms. Riggio and seconded by Ms. Neeves, the Executive Finance Meeting's Minutes on September 9, 2020, were unanimously accepted as presented.

Old Business
None

New Business
None

Public Comment
None

Adjournment
There was no further business to come before the Executive & Finance Committee, motioned to adjourn the meeting and seconded. The meeting adjourned at 11:57 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair