Early Learning Coalition of Manatee County, Inc
Board of Directors
Meeting of December 9, 2020

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting on December 9, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida 34221.

Board Members Present

Rob Bell (ZOOM)
Jennifer Passmore (Zoom)
Kathy Patreka (Zoom)
Michael Rampino (Zoom)
Christina Riggio (Zoom)
Len Tabicman (Zoom)
Robin Thompson (Zoom)
Andrew Minor (Zoom)
Karen Carpenter (Zoom)
James Disbro (Zoom)
Maritza Gonzalez (Zoom)
Marjani Jones (Zoom)
Rachel Kendzior (Zoom)
Carla McGill (Zoom)

Board Members Absent

Adam Mohammadbhoy (Excused)
Annette Larkin (Excused)
Diana Neeves (Excused)
Lupita Wells (Excused)

ELC Staff Present

Paul Sharff, CEO (Zoom)
Karen Holman, CFO (Zoom)
Sharon Oakes, COO (Zoom)
Darrell King, CCO (Zoom)
Hilarie King, Support (Zoom)

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on December 9, 2020.

Welcome and Roll Call

Ms. Jennifer Passmore, the Vice-Chair, called the meeting to order at 11:04 am.
Mr. Paul Sharff conducted a roll call and determined a quorum was present.

Citizen Comments

There were no Citizen comments.

Finance Committee, Secretary & Treasurer, Mr. Rob Bell
Ms. Karen Holman, Chief Financial Officer

Ms. Holman informed the Board that Manatee CARES Funds of three million dollars in the budget make it look as if we are overspent when we are not. The CARES Act reimburses what we purchase. We have been buying a lot of PPE to help our Providers in need during the COVID Pandemic. We will have the budget to actual at the next Board Meeting on March 10, 2021. This budget will be six months, from July to December. The Auditors will present at the next meeting

with the Audit completed at that time. We only had one finding on the Audit, which is very good. We had purchased a new security camera for the Annex and did not get three bids. The reason was we used the same security company that we use in our building.

Governance Report, Christina Riggio, Chair

Ms. Riggio read through the names of new Board Members that were put forth, voted on, and accepted during the Governance Committee.

- Doug Hall (Private Sector)
- Zack Kallis (Retired Private Sector)
- Rev. Dr. Robert Baker (Private Sector)
- Dr. Michael Mackie (Private Sector)
- Bryan Rench (Private Sector)
- Gary Scott (Private Sector)
- Caroline Halfacre (Private Sector)

Mr. Sharff gave a short profile on each nomination to the Board.

Mr. Sharff explained 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 informed the Board 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 Board that member Dr. April Fleming 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 Manatee-Sarasota appointed as the new Designee. Ms. Riggio explains birthday holiday is voted on every two years and has been, and Mr. Sharff explained it is well received by staff.

Quality Committee Report, Dr. Robin Thompson

Dr. Thompson explained that there would be Legislative changes regarding the quality required by our providers coming in July of 2021. We will continue to use CLASS assessments in our providers; the grading system is on a scale of one to seven. Providers that fall below a four will lose their contract. We will offer additional support to make sure they can keep their level of quality up. If a Provider has a level five or higher, they can get getting accreditation. The Coalition is looking to partner with the National Early Childhood Programm Accreditation or NECPA, one of the top accreditations in the state.

Strategic Planning Committee Report, Rachel Kendzior

Ms. Kendzior explained our four-year strategic plan. While most of our strategic objectives will stay the same, the committee did want to add health, well-being, and family support.

Chief Executive Officer's Report, Paul Sharff

Mr. Sharff explained that Legislature is already working on bills to pass in the upcoming session. These bills emphasize quality for our providers. Mr. Sharff explained that Manatee County is preparing the next round of CARES Grant funding. We will apply for as much grant money as we can to keep our Providers safe.

Ms. O'Connell explained the start-up process for Operation Whatever It Takes (WIT). This new program began in October 2020 and has been recruiting participants. This is a From Cradle To College Foundation program run through the ELC. The WIT curriculum focuses on effective black parenting. The ELC has expanded offices to the third floor to house operation WIT, the PALS program, and a new studio. We will be using COVID CARES dollars to start virtual lessons during the pandemic.

Mr. King gave an update on the date change for the Golf Tournament to December 11, 2020. It will be our largest fundraiser to date. Every foursome is full.

Mr. Sharff reported that Chair Mr. Mohhommdbhoy appointed Ms. Karen Carpenter to replace Mr. Joe Miller as the Audit Chair.

Items for Approval Consent Agenda

a. Approval of the seven first-time appointments as recommended by the Governance Committee.
b. Approval to accept Joe Miller's Board resignation.
c. Approval of the State College of Florida Designated Representative.
d. Approval of Birthday Holiday.
e. Approval of the Quality Committee's recommendation.
f. Approval of the Strategic Planning Committee's recommendation.

Upon a motion duly made by Ms. Carpenter and seconded by Ms. Riggio, the Consent Agenda items were unanimously approved as presented.

Items for Approval Non-Consent Agenda

a. Approval of Ms. Jennifer Passmore's term extension as Vice-Chair.

Upon a motion duly made by Dr. Thompson and seconded by Ms. Kendzior, the Non-Consent Agenda item approval Ms. Passmore's term extension.

b. Approval of Mr. Rob Bell's term extension as Secretary, Treasurer.

Upon a motion duly made by Ms. Riggio and seconded by Dr. McGill, the Non-Consent Agenda item, Mr. Bell's term extension was approved.

c. Approval of Revised Budget 20/21.

Upon a motion duly made by Mr. Disbro and seconded by Ms. Patreka, the Non-Consent Agenda item, approval of the 20/21 Revised Budget as presented.

Approval of Board of Directors Meeting Minutes of September 16, 2020

Upon motion duly made by Mr. Disbro and seconded by Mr. Tabicman, the Minutes for the Board of Directors Meeting September 16, 2020, was unanimously approved as presented.

Old Business
None

New Business
None

Public Comments
There were no comments from the public.

Adjournment

There being no further business to come before the Board, MS. Passmore, Vice-Chair, moved to adjourn the ELC Board of Directors Meeting. The meeting adjourned at 11:53 pm.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair