Early Learning Coalition of Manatee County, Inc.
Governance Meeting
Of
February 27, 2023

The Early Learning Coalition of Manatee County, Inc. held a Governance Meeting VIA ZOOM on February 27, 2023, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom
Ms. Christina Riggio
Mr. James Disbro
Chief Michael Rampino
Mr. Zack Kallis
Dr. Michael Mackie

ELC Executive Staff Present
Mr. Darrell King, CEO
Ms. Kerry Gaylord, COO
Ms. Gabriela Macias, CFO

ELC Board Liaison
Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Governance Committee meeting on February 27, 2023.

Welcome and Roll Call
Ms. Christina Riggio, Chair
Mr. Darrell King, CEO, conducted a roll call. The meeting was called to order at 11:00 am.

Citizen Comments
None

Policies: https://bit.ly/3I9X8KR

1. COOP:

Mr. King informed the committee that the COOP Plan is reviewed annually. Ms. Gaylord added Ms. Gabriela Macias, CFO, to the COOP Plan and updated the Coalition's emergency COOP sites. The locations included local hotels, ELC of Sarasota, and ELC of Pinellas.

2. Manatee Bylaws:

Mr. King updated the committee about adjustments to the Board committees. Mr. King said he had streamlined the board commitments to align with the other coalitions and continue to comply with all DEL requirements. The 2023 ELCMC Board committees are Governance, Strategic Planning, Executive, and Finance. Mr. King removed the Audit and

Quality Committees. The Audit Committee will merge with Finance. The Quality Committee will join with Strategic Planning.

3. Provider Increase:

Ms. Gaylord informed the committee that any changes in Provider Rate Increases would initially be reviewed by the Executive and Finance Committees.

4. Whistleblower Policy:

Ms. Gaylord informed the committee that the Whistleblower Policy had been revised. The ELC Board of Directors will handle all complaints regarding the current CEO. The current ELC CEO will handle all staff complaints.

5. Employee Handbook:

Ms. Gaylord informed the committee that the updated Whistleblower Policy had been added to the Employee Handbook.

6. Fiscal Policy:

Ms. Gaylord informed the committee that for the last ten years, the ELC required that all checks over $25,000 require two authorized board members' signatures. To align with today's accounting demands and the best use of staff time, she requested that the limit be increased to $50,000. Ms. Gaylord stated that the CEO would continue with the policy requiring signatures for the Bank of America payments.

7. Board Updates:

Mr. Andrew Minor and Ms. Karen Carpenter submitted extremely positive resignation letters. Mr. King thanked them for their years of service and dedication to the coalition and wished them all the best. Mr. King reported that he is still waiting for DEL to notify him of any Gubernatorial obligations.

Approval of the Consent Agenda

Upon a motion duly made by Mr. Disbro and seconded by Dr. Mackie. The items for the Consent Agenda were unanimously approved.

Approval of the Governance Meeting Minutes of August 31, 2022

Upon motion duly made by Mr. Disbro and seconded by Mr. Kallis, the Governance Committee Meeting Minutes of August 31, 2022, was unanimously approved.

Old Business

None

New Business

None

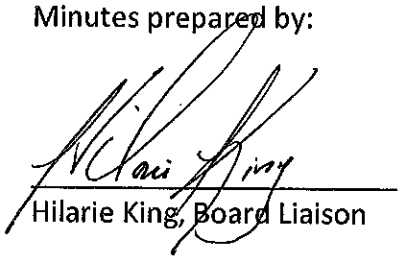
Public Comments

There were no public comments.

Adjournment

There was no further business before the Governance Committee. The meeting adjourned at 11:27 am.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Christina Riggio, Chair