Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
of
March 3, 2021

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on March 3, 2021, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Board Members Present:
Dr. Robin Thompson (Zoom)
Ms. Jennifer Passmore (Zoom)
Mr. Adam Mohammadbhoy, Chair (Zoom)
Mr. Rob Bell (Zoom)
Ms. Rachel Kendzior (Zoom phone)
Ms. Karen Carpenter (Zoom)
Mr. Bryan Rench (Zoom)

Board Members Absent:
Ms. Christina Riggio (Excused)
Mr. Andrew Minor (Excused)

ELC Staff Present:
Mr. Paul Sharff, Chief Executive Officer (Zoom)
Ms. Sharon Oakes, Chief Operations Officer (Zoom)
Mr. Darrell King, Chief Communications Officer (Zoom)
Ms. Karen Holman, Chief Financial Officer (Zoom)
Ms. 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 March 3, 2021.

Welcome and Roll Call
Mr. Mohammadbhoy, the Chairman, called the meeting to order at 11:04 am.
Mr. Sharff conducted a roll call and determined a quorum was present for the meeting to proceed.

Citizen Comments
None

Financial Report, Mr. Robert Bell, Finance Chairman
Financial Report, Ms. Karen Holman, Chief Financial Officer
Audit Report, Mr. Edward Moss, Financial Auditor from Moss & Krusik
Audit Committee Chair, Ms. Karen Carpenter

Ms. Holman reported that the ELC Audit was officially complete and signed by OEL.
Ms. Holman introduced Mr. Moss from Moss & Krusik.
Mr. Moss shared the Audit Report on his screen. He went over the report page by page and

highlighted the critical sections and stated that the report was very standard. Mr. Moss stated that there were no findings on either the State or Federal level, which is the best outcome the Coalition could receive. Ms. Carpenter stated that she had never seen such a clean audit with no findings. She thanked Ms. Holman, Mr. Moss, and the ELC staff for the outstanding job. Mr. Sharff stated that our current budget is at its highest ever at $29 million. He credited the state and legislators for seeing the importance of Early Education.

Governance Report, Ms. Christina Riggio, Chair (Excused)
Governance Report, Mr. Paul Sharff (Proxy)

Mr. Sharff stated that the Governance Committee met and accepted Diane Neeve's resignation from the Board.
The committee also accepted Department of Child and Families Designated Representative Ms. Chantal Porte, a Child Care Regulation Manger for the Suncoast Region.

Mr. Sharff explained that under policies for Providers, the committee accepted and approved that we increase our Mini-Grant Award from $1000 to $1500.

Mr. Sharff explained that under contract renewals, the committee approved of company vehicle triennial lease per month up to $750 as previously approved. This lease is based on the number of miles used for travel on the company car.

Ms. Oakes explained additional Provider rate increases at the state level. Recently the state announced that they need to utilize approximately $50 million toward reimbursement rates. The state looks at the local area market rates to see what providers are privately charging. Reimbursement rates are required to be at 75%. Last September, the Board approved an increase to get our Manatee County Providers closer to that rate. After the state looked again at Manatee County's market rates, the state allocated a little over $1 million to get Manatee County's Provider reimbursement rates even closer to 75%. This rate increase will allow our Providers to afford additional teachers and support our families to place their children in quality centers.

Chief Executive Officer's Report, Mr. Paul Sharff, CEO

Washington DC and State Legislation are awarding hundreds of millions of dollars to a new Block Grant. This grant is to support Early Education and will eventually trickle down to our Coalition. This again shows that legislators are starting to see the importance of Early Education.

Mr. Sharff highlighted a significant Bill currently aiming to be passed during session. This Bill would be to move the Office of Early Learning under the Department of Education.

Mr. Sharff explained that Manatee County did not accept some of our COVID grant reimbursement language and requests and recently declined to reimburse the Coalition over

$200,000. The state was notified and stepped in to investigate the matter, and Mr. Sharff feels very confident that they will ensure the agency is fully reimbursed.

Mr. King gave an update on Nextgen Magazine. Nextgen Magazine used COVID dollars to offset the advertising loss by featuring several articles about COVID-19 Safety. Mr. King feels confident that after we weather the storm, the magazine will go back up in pages, increase advertising, and increase distribution.

Mr. King informed the committee about the upcoming Leadership Prayer Breakfast on October 28. This day is First Responders Day and will honor our Manatee County heroes for their front-line work during the COVID pandemic.

Mr. Sharff gave an update on the new committee members. Mr. Mohammadbhoy will sign off on the new committee members.

Ms. Oakes gave an update on shared services. We are helping the Early Learning Coalition of Sarasota with its redetermination process. Ms. Oakes also added that we are helping the Early Learning Coalition of Polk County with new ideas for their Coalition.

Mr. Sharff gave a bus update stating that Soar in Four and the Roskamp Family donated a smaller bus to our Coalition.

Items for Approval Consent Agenda

1) Approval to accept Diana Neeves Board resignation.
2) Approval of Department of Child and Families Designated Representative.
3) Approval of Provider Mini-Grant Award Increase.
4) Approval of Company Vehicle three-year Lease as previously approved and authorization for CEO to execute.
5) Approval of Provider Maximum Reimbursement Rate.

Upon motion duly made by Ms. Passmore and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the Consent Agenda items.

Items for Approval Non-Consent Agenda

1) Approval of Audit Report.

Upon motion duly made by Mr. Bell and seconded by Ms. Carpenter, the Executive and Finance Committee unanimously approved the Audit Report.

2) Approval of the Financial Report.

Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the Financial Report.

Upon a motion duly made by Ms. Carpenter and seconded by Ms. Kendzior, the Executive Finance Meeting's Minutes on December 2, 2020, were unanimously accepted as presented.

Old Business
None

New Business
None

Public Comment
None

Adjournment
There was no further business before the Executive & Finance Committee motioned to adjourn the meeting and seconded. The meeting adjourned at 11:58 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair