Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
March 6, 2024

*The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting **via Zoom** on March 6, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present
Mr. Adam Mohammadbhoy
Ms. Christina Riggio
Mr. Gary Scott
Ms. Jennifer Passmore
Mr. Robert Bell
Mr. Tim Pye

Committee Members Excused
Mr. Bryan Rench
Mr. Leslie Wells
Ms. Rachel Kendzior

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

Moss, Krusick & Associates
Mr. Jon Duffy, Audit Manager
Ms. Kelsie Burke

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on March 6, 2024.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:01 a.m.
Mr. Darrell King, the CEO, conducted a roll call and determined that a quorum was present.

Citizen Comments
There were no citizen comments.

Financial Committee Report
Mr. Robert Bell, Chair
Ms. Gabriela Macias, Chief Financial Officer
Mr. Jon Duffy, Audit Manager

Mr. Duffy's Audit Report was as follows:

- **Audit Report and Financial Statements FY ending June 30, 2023.**
  - Mr. Duffy shared his screen and explained the Unmodified Audit Report page by page.
  - The ELCMC Audit Report and Financial Statements ending June 30, 2023, had no findings. Mr. Duffy stated that the report was clean and praised the Finance team.
  - Mr. Duffy and Ms. Burke left the meeting at 11:25 am.

Ms. Macias's financial updates were as follows:

- **Budget to Actual Report July 1, 2023 – December 31, 2023.**
  - Due to the timing of cost reimbursements, the report looks askew because of the front-loaded July insurance payments, VPK Calendar expenditures, and Provider ARPA funding. Extra income from shared services also played a factor. Overall, the actual budget is right on track for mid-year.
- **Statements of Activities July 1, 2023 – September 30, 2023.**
  - Direct Services:
    - Required 78% - ELCMC 79.9%
  - Administration:
    - VPK required: 4% - ELCMC 3.447 %
    - SR required: 5% - ELCMC 4.20 %

Governance and Procurement Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord's updates were as follows:

- **Procurement Policy.**
  - Continuation of Operations (COOP). Updates have been added due to changes in new employees and internal positions.
- **Employee Handbook.**
  - Updates on PTO payment conditions for employees no longer working for the coalition are as follows.
    - Ten days' working notice will receive a total PTO payout.
    - Five days' notice will receive a 50% PTO payout.
- **Single Source Contracts.**
  - Ms. Gaylord reviewed the following contract, which needed approval.
    - LENA
    - Marco Polo, Subscriptions.
    - MarcoPolo, Transition to Kindergarten Subscriptions.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- **State Funding/Legislative updates FY 24/25.**
  - Mr. King stated that Florida's Early Learning financial support is going in the right direction.
    - There was a state-wide budget increase to $1.7B
    - ELCMC received an additional $3m for SR.
    - ELCMC received an additional $8.5m for VPK.
    - ELCMC state budget is approximately $28m Including local funding, the budget is approximately $34m.

- **$4m ARPA Discretionary Grant spend update.**
  - The ELCMC was the only coalition to use 100% of the funds allocated.
  - Mr. King will ask for an additional $900,000 for additional ARPA projects and plans.
- **CSAB Programs/SBS.**
  - The coalition will ask the CSAB for a 7% increase on all three County grants.
  - Sleep Baby Sleep will be the newest CSAB program starting on April 1.
- **Summer of Discovery Event.**
  - On March 16, 150 providers and teachers will attend the coalition's second Transition to Kindergarten breakfast. This event will provide the necessary implements to stop the Summer slide.
- **Children's Parade 3.29.24.**
  - The Children's Parade is right on target. The first ten applicants to apply received a $500 stipend to help with supply costs.
- **Stand for Children Gala 6.1.24.**
  - Mr. King thanked the planning committee and stated that currently, there is $50,000 in sponsorship and ticket sales for the event at IMG Golf Club.
- **NEXTGEN re-launch.**
  - NEXTGEN Magazine will launch a new, fresh look next week.
- **ELC impact survey.**
  - The SR parents commended the ELCMC for its financial support and fantastic staff.
- **Staff Culture Survey.**
  - This was the coalition's 2nd survey and received overwhelmingly good feedback.

Items for Approval Consent Agenda

1. Continuation of Operations (COOP).
2. Employee Handbook.
3. Single Source: LENA, MarcoPolo Subscriptions and Transition to Kindergarten Subscriptions.

Upon motion duly made by Mr. Scott and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

1. Audit Report and Financial Statements FY ending June 30, 2023.

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved the Audit Report and Financial Statements FY ending June 30, 2023.

2. Budget to Actual Report July 1, 2023 – December 31, 2023.

Upon motion duly made by Mr. Scott and seconded by Mr. Bell, the Executive & Finance Committee unanimously approved the Budget to Actual Report July 1, 2023 – December 31, 2023.

3. Statement of Activities July 1, 2023 – December 31, 2023.

Upon motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Statement of Activities July 1, 2023 – December 31, 2023.

4. Revised Budget FY 23/24 for Board Approval.

Upon motion duly made by Mr. Scott and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Revised Budget FY 23/24 for Board Approval.

Approval of Executive Finance Committee Meeting Minutes of November 29, 2023

Upon motion duly made by Mr. Pye and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of November 29, 2023.

Old Business

None

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:53.

Minutes prepared by: Minutes approved by:

Hilarie King, Board Liaison

Adam Mohammadbhoy, Esq., Chair