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Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
March 8, 2023

The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting via Zoom on March 8, 2023, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.

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

Committee Members Excused
Mr. Bryan Rench

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

Moss Krusick and Associates LLC Present
Mr. John Duffy, Associate

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting held via Zoom on March 8, 2023.

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 Citizens' comments.

Audit Committee Report
Mr. James Disbro, Interim Chair
Mr. John Duffy, Moss Krusick, and Associate Partner

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Mr. Duffy conveyed an unmodified audit report of the Coalition's financial information, FY ending June 30, 2022. Mr. Duffy stated that the Audit Report was extremely healthy. Mr. Duffy informed the committee that the Audit Report had no account findings or weaknesses. Mr. Duffy applauded the new CFO, Ms. Gabriela Macias, and the finance team for their cooperation and collaboration.

- *Mr. Duffy thanked the Executive & Finance Committee and exited the Zoom meeting.*

Financial Committee Report

Mr. Robert Bell, Chair

Ms. Gabriela Macias, Chief Financial Officer

Ms. Macias reported that the Budget to Actual, July 1, 2022, to December 31, 2022, is right on target halfway through the 2022 - 2023 fiscal year.

Ms. Macias reported on the Statement of Activities from July 1, 2022, to December 31, 2022.

- Direct Services:
  - Required 78% - ELCMC 81.2%.
- Administration:
  - VPK required: 4% - ELCMC 3.99%
  - SR required: 5% - ELCMC 3.4%

Governance Committee Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord updated the committee on policy modifications.

- CFO Ms. Gabriela Macias will replace retired CFO Ms. Karen Holman in the COOP.
- Established remote locations to work due to power outages in natural disasters.
- The Audit Committee and Finance Committee will become one committee.
  The Quality Committee and Strategic Committees will become one committee.
- The Executive and Finance Committee authorizes provider rate increases.
- The Whistleblower Policy states that all agency controversies must be reported directly to the Coalition's current CEO. All agency employee objections to the current CEO should be reported to the ELC BOD Chair.
- The Coalition received BOD resignation letters from Andrew Minor and Karen Carpenter. Their dedication and commitment over the years has been appreciated.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows.

- The Coalition presented a new program to the Manatee County Children's Service Advisory Board named Every Child Counts. The request is for $245,000 in supplemental funding to assist providers in identifying and sustaining the Department of Child and Family Services' legislative requirements.
- The Coalition came to terms financially with the current building owners and signed the 10-year lease. Career Source Suncoast will sublet space from the Coalition, creating a

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revenue stream to offset the rent increase. This is a frequent practice among other state coalitions to assist families and children conveniently.

- The Coalition presented the staff with an anonymous culture survey in January. The outcome was positive; 85% of staff would recommend working at the ELC.
- The Coalition currently banks with BMO. Moving forward, the Coalition will bank Southwest.
- ELC hosted the State's first T2K (Transition to Kindergarten) Breakfast. Approximately 70 ELC providers and 120 Manatee County School District kindergarten teachers attended. This breakfast promoted building a smooth transition for VPK students to kindergarten.
- The Coalition received an award from the Manatee County Chamber for the bus education program in the community.
- The Coalition again partners with De Soto on April 7, 2023, for the Children's Parade.
- The Stand for Children Day Luncheon will be held at the Bradenton Area Convention Center on June 1, 2023. All proceeds will support the Coalition's Spot-On program.

Items for Approval Consent Agenda

1. COOP
2. Manatee Bylaws
3. Provider Rate Increase Policy
4. Whistleblower Policy
5. Employee Handbook
6. Fiscal Policy
7. BOD resignations - Andrew Minor and Karen Carpenter

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

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2022 – December 31, 2022

Upon motion duly made by Ms. Passmore and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Budget to Actual Report for July 1, 2022 - December 31, 2022.

2) Approval of Statement of Activities July 1, 2022 – December 31, 2022

Upon motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Statement of Activities for July 1, 2022 – December 31, 2022.

3) Approval of Audit Report and Financial Statements FY ending June 30, 2022

Upon motion duly made by Ms. Passmore and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Audit Report and Financial Statements FY ending June 30, 2022.

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Approval of the Executive & Finance Committee Meeting Minutes of November 30, 2022

Upon motion duly made by Ms. Kendzior and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of November 30, 2022.

Old Business
None

New Business
Chief Michael Rampino will retire as the North River Fire Chief on April 27th and has resigned from the ELC board after many years of service. The agency, staff, and Board thank Chief Rampino for his dedication and wish him well in retirement.

Public Comments
There were no public comments.

Adjournment
There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:50.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

DocuSigned by:
Adam Mohammadbhoy
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Adam Mohammadbhoy, Esq., Chair