Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
June 19, 2024

*The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting **via Zoom and in person** on June 19, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present In Person at the ELCMC
Adam Mohammadbhoy
Annette Larkin
Connie Shingledecker
Elida Mujic
Jennifer Passmore
Kristina DeWitt
Misty Ritch
Robert Bell

Committee Members Present via Zoom
Bryan Rench
Christina Riggio
Gary Scott
James Disbro
Leslie Wells
Rachel Kendzior

Committee Members Excused
Carla McGill
Chantal Porte
Kathy Patreka
Marjani Jones
Michael Mackie
Peggy Sammons
Sheila Halpin
Tim Pye
Zack Kallis

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on June 19, 2024.

Welcome and Roll Call

Adam Mohammadbhoy, the Chair

Darrell King conducted a roll call and determined that a quorum was present. Mr. King called the meeting to order at 11:02.

Citizen Comments

There were no citizen comments.

Financial Committee Report

Mr. Robert Bell, Chair

Ms. Gabriela Macias, Chief Financial Officer

Ms. Macias's financial updates were as follows:

- Budget to Actual Report July 1, 2023 – March 31, 2024.
    - The coalition's budget is right on track for Q3. The finance team is beginning to focus on Q4, the year-end closing.
- Statements of Activities July 1, 2023 – March 31, 2024.
    - SR Direct Services:
        - Required 78% - ELCMC 82 %.
    - Administration:
        - VPK required: 4% - ELCMC 3.567 %.
        - SR required: 5% - ELCMC 4.312 %.
- Preliminary Budget FY 24/25.
    - $33m.
    - Will be requesting additional funding due to community growth.
- Approval of ELC staff 403(B) contribution - $150,000.
    - Increased contributions totaling $12,000 for ARPA administration terms.

Governance and Procurement Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer

- Anti-Fraud 24-25.
    - Annual requirements are completed and submitted to the DEL inspector's office.
- Fundraising Policy.
    - Fundraising policies have been revised for accountability and donor transparency.
- Gubernatorial Position Application.
    - Ms. Christina Riggio applied on August 18, 2023, to fill Mr. Andrew Minor's Gubernatorial position. The AELC's objective is to push the governor's office to approve all vacant state-wide appointees simultaneously.
- Board engagement.
    - The SFCD gala hosted on June 1, 2024, showed an increase in board engagement.
    - Tentative Fall tour dates for Board Members are underway.

- Procurement Report.
    - Single Source Contracts will be paid for with additional ARPA Discretionary funds.
        - **Age of Learning:** Early Education Mathematics Academy, 3-year contract for $64,807 total.
        - **Florida Early Learning Corps**: Early education professional development mentorship program, 1-year contract for $100,000 total.
        - **EarlyBird**: Developmental screening assessments, 1-year contract for $44,800 total.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- State Funding.
    - Requested additional 23/24 funding to close out the year.
        - SR $500,000
        - VPK $250,000.
- Additional ARPA Discretionary Grant spend plan.
    - 260 VPK teachers will each receive $1500. A total of $800,000 in VPK teachers were awarded stipends from ARPA funds.
- CSAB Programs/SBS.
    - CSAB awarded ELC $455,000 for provider rate increases to Childcare Subsidy and Match program 24/25. Increased funding also for CATCH and Nemours.
    - CSAB awarded $175,000 for the new Sleep Baby Safely initiative.
        - Fresh staff training started in April, and the program will be implemented on July 1, 2024.
- VPK Calendar Project.
    - 25 Coalitions purchased bilingual calendars. Highest participation rate since the project began eight years ago.
- Manatee Childcare Alliance.
    - Mr. King is the new Co-Chair of the Alliance alongside Ms. Veronica Thames, the Manatee Community Foundation Executive Director.
        - ELC Board members Ms. Annette Larkin, Dr. Sheila Halpin, and Mr. James Disbro also sit on the Alliance.
    - The MCA is studying on-site childcare options for Manatee County businesses that would be interested.
    - A survey will be going out to assess the climate.
        - Tax credit initiatives.
        - Current providers' interest.
        - Locations of unused buildings.
- Bishop Parker Grant.
    - The Bishop Parker Foundation awarded the Spot-On Program $50,000 in funding for a second year running.

- AELC Medium Coalition.
    - The AELC has large, medium, and small coalition committees based on an annual budget. Mr. King has been appointed as the new Medium Coalition chair. The AELC Committee meets monthly; the chair appointment is for two years.
- DEL additional credit card request.
    - An additional credit card has been applied to keep Fundraising event costs separate. Mr. Scott will review and approve each statement.
- Stand for Children Gala 6.1.2024.
    - The event was a tremendous success, with $60,000 in profit that supported the ReadingPals and Spot-On Programs and other ELC initiatives. Mr. King thanked the Board for all their support.

Items for Approval Consent Agenda

- Anti-Fraud 24-25.
- Fundraising Policy.
- Single Source:
    - Age of Learning.
    - Florida Early Learning Corp.
    - EarlyBird.

Upon motion duly made by Ms. Passmore and seconded by Mr. Bell, the Board of Directors unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Budget to Actual Report July 1, 2023 – March 31, 2024.

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Board of Directors unanimously approved the Budget to Actual Report July 1, 2023 – March 31, 2024.

- Statement of Activities July 1, 2023 – March 31, 2024.

Upon motion duly made by Mr. Bell and seconded by Ms. Shingledecker, the Board of Directors unanimously approved the Statement of Activities July 1, 2023 – March 31, 2024.

- Preliminary Budget FY 24/25.

Upon motion duly made by Ms. Larkin and seconded by Ms. Ritch, the Board of Directors unanimously approved the Preliminary Budget FY 24/25.

- Approval of ELC staff 403 (B) contribution - $150,000.

Upon motion duly made by Ms. Kendzior and seconded by Ms. Riggio, the Board of Directors unanimously approved ELC 403 (B) contribution.

Approval of Board of Director Meeting Minutes of March 20, 2024

Upon motion duly made by Mr. Bell and seconded by Ms. Larkin, the Board of Directors unanimously approved the Board of Directors Meeting Minutes of March 20, 2024.

Old Business
None

New Business
CEO 23/24 Performance Incentive.
All ELC staff left the room. Mr. Rob Bell (Finance Chair) conducted the new business and took the following notes. 'Board discussed the performance of the CEO and proposed increased incentive payment. CEO will distribute additional ARPA administrative dollars to staff who worked on the grant over the year at his discretion.'

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Board of Directors unanimously approved the CEO's 23/24 performance incentive.

Public Comments
There were no public comments.

Adjournment
There was no further business before the Board of Directors. The meeting adjourned at 11:57.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair