Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
June 23, 2021

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on June 23, 2021, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Mr. Adam Mohammadbhoy
Mr. James Disbro
Ms. Jennifer Passmore
Dr. Kristina DeWitt
Ms. Annette Larkin
Mr. Gary Scott
Mr. Len Tabicman
Dr. Michael Mackie
Mr. Doug Hall

Committee Members Excused
Ms. Rachel Kendzior
Mr. Robert Bell
Dr. Rev. Robert Baker
Mr. Zack Kallis
Ms. Lupita Wells
Ms. Kathy Patreka
Dr. James Chatham
Ms. Chantel Porte
Ms. Marjani Jones

ELC Executive Staff Present
Mr. Paul Sharff
Ms. Sharon Oakes
Ms. Karen Holman
Mr. Darrell King
Ms. Hilarie King

All ELC Staff joined the meeting via Zoom

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of June 23, 2021.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:02 am.
Mr. Paul Sharff conducted a roll call and determined a quorum was present.

Citizen Comments

There were no Citizens Comments.

Finance Committee Report

Mr. Robert Bell, Finance Chair (Excused Absent)
Chief Financial Officer, Ms. Karen Holman
Ms. Christina Riggio, Compensation Committee

Ms. Holman reported that the Budget to Actual from July 1, 2020, to March 31, 2021, was right on track to spend out 74.2% three-quarters of the way through the fiscal year. The budget still looks a little overspent due to CARES dollar expenditures.
Mr. Sharff explained that the 403(b) FY 20/21 employee distribution goes into the budget every year with an increase of 5%.
Ms. Riggio reported that the Compensation, Executive, and Finance Committees approved a 7% salary increase with $3000 in additional insurance for the CEO, Mr. Sharff. This compensation is consistent with the other coalition CEOs.

Policies Report

Chief Operations Officer, Ms. Sharon Oakes

Ms. Oakes reported that newly passed House Bills 419 and 7001 would create changes for all thirty coalitions. As of July 2, 2021, the Office of Early Learning will now be under the Department of Education as the Department of Early Learning.
Ms. Oakes stated no changes to the coalition's yearly approved Anti-Fraud Policy or the COOP Policy. DEL is restricting certain paid holidays off. Our coalition wants to compensate by giving ten-plus-year employees an extra hour of PTO per pay period.

Chief Executive Officer Report

Chief Executive Officer, Mr. Paul Sharff
Chief Operations Officer, Ms. Sharon Oakes
Chief Communications Officer, Mr. Darrell King

Mr. Sharff thanked the board for supporting his decision not to apply for the Step-Up Suncoast position. He will be joining the SUS Board.
Mr. Sharff gave a Washington DC, State Legislative, and ELC Funding Report. State Legislation funded the FCTCF PEARLS Program for another year. The Manatee County Children's Services Advisory Board awarded the coalition $2.7 million in annual funding for two grants and extra staff. CSAB awarded $210,000 to the FCTCF for the Operation WIT Program.
Ms. Oakes stated that the coalitions being part of DEL should increase our shared services.
Mr. King reported that our Mobile Outreach Bus started a new campaign in April. The bus will target specific zip codes to help increase VPK awareness and enrolment.
Mr. Sharff gave an update on the upcoming Prayer Breakfast on October 28 and the upcoming Golf Tournament on December 10.

Mr. Sharff informed the board that the ELC would help with the upcoming Guardian ad Litem fundraiser on November 9. This decision was made because 52% of the children in this program are five years of age or younger.
Mr. Sharff gave an update on the Reading PALS and Books for Kids Funding Grant. United Way did not apply for the grant, so we have decided to apply.
Mr. Sharff informed the board about our coalition receiving the Board of Education Award.

Items for Approval Consent Agenda

1) House Bill 419 Policy
2) Anti-Fraud Policy
3) PTO for ten-year ELC Employees Policy

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Board of Directors unanimously approved the Consent Agenda items.

Items for Approval Non-Consent Agenda

1) Approval of FY 21/22 Budget

Upon motion duly made by Mr. Mohammadbhoy and seconded by Ms. Patreka, the Board of Directors unanimously approved the FY 21/22 Budget.

2) Approval of 403(b) employee distribution

Upon motion duly made by Mr. Minor and seconded by Mr. Hall, the Board of Directors unanimously approved the 403(b)-employee distribution.

3) Approval for CEO Compensation Recommendations

Upon motion duly made by Ms. Passmore and seconded by Dr. McGill, the Board of Directors unanimously approved the CEO Compensation Recommendations.

Approval of the Board of Directors Meeting Minutes of March 17, 2021

Upon motion duly made by Ms. Kendzior and seconded by Mr. Bell, the Board of Directors unanimously approved the Board of Directors Meeting Minutes of March 17, 2021.

Old Business
None

New Business
None

Public Comments
There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting adjourned at 11:44.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair