Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
June 5, 2024

*The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting **via Zoom** on June 5, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

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

Committee Members Excused
Mr. Adam Mohammadbhoy
Mr. Bryan Rench
Ms. Leslie Wells

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on June 5, 2024.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair (Excused)
The CEO, Mr. 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. All percentages look good, and the Finance team is beginning to implement 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.
    - $35m.
- Approval of ELC staff 403(B) contribution - $150,000.
    - Increased contributions due to an additional $12,000 in ARPA admin expense.

Governance and Procurement Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord's updates were as follows:

- Anti-Fraud 24-25.
    - The Anti-Fraud 24-25 policy has been updated on the coalition's website in compliance with the Division of Early Learning.
- Fundraising.
    - Fundraising policies have been updated for consistency, accountability, and transparency. All Fundraising materials and website has verbiage clearly stating donor intent.
- Gubernatorial Position Application.
    - Ms. Christina Riggio applied on August 18, 2023. The Association of Early Learning Coalition's current intent is to push for the governor 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 to be paid for from additional ARPA Discretionary funds.
        - Age of Learning. Focusing on early education math skills.
        - Florida Early Learning Corps. They are focusing on early education and professional development.
        - Early Bird. They are focusing on early screening for developmental needs.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- State Funding.
    - ELCMC has requested a further $500,000 in SR funding and $250,000 in VPK funding for the 23/24 FY due to increased enrollments. Base funding in both programs has been increased for 24/25 FY pending the Governor signing the budget.
- Additional ARPA Discretionary Grant spend plan.
    - Almost $800,000 in additional ARPA Discretionary funding was awarded to the Coalition and the vast majority of that will go out in a $1500 stipend to 260 VPK teachers and directors. Additional pilot programs will also be funded including a Math Academy and Early Learning program that pays for two full-time mentors at five childcare sites.
- CSAB Programs/SBS.
    - ELC will have four programs funded by the CSAB millage money in 24/25, including the new Sleep Baby Safely initiative that started in April and is in the process of having new staff trained to implement. With increases for new Provider rates the Manatee County local funding next year will be $3.2m.
- VPK Calendar Project.
    - 25 Coalitions purchased bilingual calendars assisting over 100,000 children as they get ready for Kindergarten.
- Manatee Childcare Alliance.
    - Mr. King is the new Co-Chair of the Alliance.
    - The MCA is exploring on-site child care options for Manatee County businesses who would be interested, and a survey will be going out to assess the climate.
    - Inclined companies would receive tax credits initiatives. This initiative would also support increased enrollment due to growth and development in Manatee County.
- Bishop Parker Grant.
    - The Bishop Parker Foundation awarded the Spot-On Program $50,000 in funding for the second year.
- AELC Medium Coalition.
    - Mr. King was 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 for to keep Fundraising event costs separate.
- Stand for Children Gala 6.1.2024.
    - The event was a huge success with $60,000 in profit supporting the Reading Pals Program 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.
- Early Bird.

Upon motion duly made by Mr. Scott and seconded by Ms. Passmore, the Executive & Finance Committee 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 Mr. Scott and seconded by Ms. Riggio , the Executive & Finance Committee 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 Ms. Riggio and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Statement of Activities July 1, 2023 – March 31, 2024.

- Preliminary Budget FY 24/25.

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 – March 31, 2024.

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

Upon motion duly made by Ms. Kendzior and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved ELC 403 (B) contribution.

Approval of Executive Finance Committee Meeting Minutes of March 6, 2024

Upon motion duly made by Ms. Passmore and seconded by Mr. Scott, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of March 6, 2024.

Old Business

None

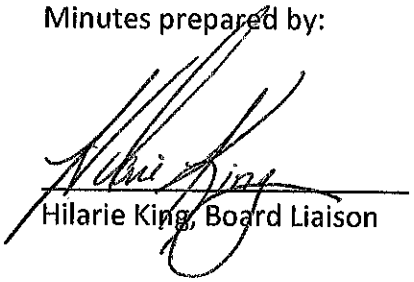
Public Comments

There were no public comments.

Adjournment

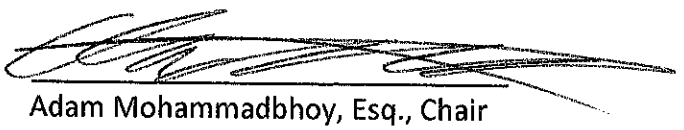
There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:37.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Adam Mohammadbhoy, Esq., Chair