Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
June 7, 2023

The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting via Zoom on June 7, 2023, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present

1. Ms. Jennifer Passmore
2. Ms. Christina Riggio
3. Mr. Adam Mohammadbhoy
4. Mr. Robert Bell
5. Mr. Gary Scott
6. Mr. Bryan Rench

Committee Members Excused

1. Ms. Rachel Kendzior
2. Mr. Tim Pye

ELC Staff Present

Mr. Darrell King, CEO
Ms. Gabriela Macias, CFO
Ms. Kerry Gaylord, COO
Ms. Rachel Spivey, Director of Grant Management
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 held via Zoom on June 7, 2023.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:02 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.

Financial Committee Report

Mr. Robert Bell, Chair
Ms. Gabriela Macias, Chief Financial Officer

Ms. Macias's financial updates were as follows:

- The Coalition is three-quarters of the way through the July 1, 2022 – June 30, 2023, fiscal year and right on target.

- The Budget to Actual Report July 1, 2022 – March 31, 2023, expenditures are higher than average due to moving expenses and training for inexperienced staff.
- Statements of Activities July 1, 2022 – March 31, 2023.
    - Direct Services:
        - Required 78% - ELCMC 81.2%
    - Administration:
        - VPK required: 4% - ELCMC 3.99%
        - SR required: 5% - ELCMC 3.4%
- The Coalition's Preliminary Budget FY 23/24 is approx $33million.
- The 403 (b) FY 22/23 employer distribution will be slightly higher than usual due to increased staffing – approx $130,000 - and will require committee approval.

Contract Approvals and Policies

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord's contract and policy updates were as follows:

- Executive Officers reviewed three printing proposals for the VPK calendars. These companies include PCI, Solo Printing, and Fuse Box One. The lowest bid was PCI Communications. PCI Communications is a local printing company. PCI has been an ELC vendor for nine years.
- The Kid's Spot was the only proposal considered for the new Spot-On program and Mobile Evaluations.
- Moss Krusick, for external Audit services, is a long-standing accounting firm with a great working relationship. They are very fair and consistent with their pricing.
- The Anti-Fraud Plan is submitted to the state annually for approval.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- The State Funding report looks positive. The COVID rescue dollars will be fully distributed by 2024. With Federal rescue dollars removed from the budget, total state funding is higher than pre-COVID.
- ARPA stabilization grants are ending and must be distributed by June 30. Depending on the State calculations, this could be between $6million and $8million. CRRSA dollars of just over $650,000 have been spent.
- The Coalition's total state relief dollars added more than $20million. This has gone out into the Community, and Mr. King praised the staff in all departments for working hand in hand to get the funding out to Providers.
- CSAB awarded funds for the following established programs: Childcare Subsidy, Match, CATCH, and Nemours. The CSAB did not award dollars for the latest Every Child Counts Program. Mr. King has decided to focus on enhancing current initiatives rather than revisiting that application while continuing to talk to County Commissioners about the community's needs.

- The Department of Early Education has verified that public sector or local government employees cannot serve as board members of Early Learning Coalitions unless in mandated positions.
- Proposed board members requiring board approval: Peggy Sammons (private sector), Elida Mujic (DCF designee), and Misty Ritch (private sector). Mr. King has met all of them and feels they will be excellent additions to the Board. Mr. King explained that as Rachel Kendzior had termed out, her position on the board had been advertised for 30 days, but there were no applications. He asked the Board to reappoint Ms. Kendzior to a new term and confirmed she was excited to continue to serve.
- Coalition tours for Manatee County Elected Officials will occur on June 8 and 22.
- The Coalition applied for a grant from the Bishop Parker Foundation for $50,000. If awarded, the BPF grant funding will support the new Spot-On initiative.
- 21 of the 30 Coalitions in the state purchased 23/24 VPK Calendars. Next year's VPK enrollment is estimated at 150,000 children, 90,000 of whom will receive the VPK Calendars created by the ELCMC.
- The Stand for Children Luncheon was held on June 1, 2023. Approximately 350 people attended. The Coalition raised around $40,000 to support the Spot-On Program and other agency programs. Foundation for Dreams, Dream Oaks Camp, ED Elena Cassella was the first recipient of the new annual "Paul Sharff Children's Champion Award."
- The Manatee County Chamber hosts the 43rd Small Business of the Year. ELCMC is a finalist in the "Non-Profit" category.

Items for Approval Consent Agenda

1. PCI contract approval for VPK calendars.
2. Kids Spot contract approval for Spot On.
3. Moss Krusick contract approval for external Audit Services.
4. Anti-Fraud Plan.
5. Approval of new Board members – Peggy Sammons, Misty Ritch, Elida Mujic.
6. Approval of Rachel Kendzior as Children with Disabilities Program representative.

Upon motion duly made by Ms. Riggio 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

1. Budget to Actual Report July 1, 2022 – March 31, 2023.

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 – March 31, 2023.

2. Statements of Activities July 1, 2022 – March 31, 2023.

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 – March 31, 2023.

3. Preliminary Budget FY 23/24.

Upon motion duly made by Mr. Bell and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Preliminary Budget FY 23/24.

4. 403 (b) FY 22/23 employer distribution.

Upon motion duly made by Ms. Passmore and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved 403 (b) FY 22/23 employer distribution.

Approval of Executive Finance Committee Meeting Minutes of March 8, 2023

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of March 8, 2023.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:41.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair