The Early Learning Coalition of Manatee County, Inc.
Executive and Finance Meeting
June 9, 2021

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on June 9, 2021, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Ms. Jennifer Passmore (Zoom)
Ms. Karen Carpenter (Zoom)
Dr. Robin Thompson (Zoom)
Ms. Rachel Kendzior (Zoom)
Mr. Robert Bell (Zoom)
Mr. Andrew Minor (Zoom)
Mr. Bryan Rench (Zoom)

Committee Members Excused
Mr. Adam Mohammadbhoy
Ms. Christina Riggio

ELC Staff Present
Mr. Paul Sharff (Zoom)
Ms. Sharon Oakes (Zoom)
Ms. Karen Holman (Zoom)
Mr. Darrell King (Zoom)
Ms. Hilarie King (Zoom)

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of June 9, 2021.

Welcome and Roll Call
Ms. Jennifer Passmore, the Vice-Chair, called the meeting to order at 10:58 am.
Mr. Paul Sharff conducted a roll call and determined a quorum was present for both committee meetings.

Citizen Comments
There were no Citizens Comments.

Finance Committee
Mr. Robert Bell, Finance Chair
Chief Financial Officer, ELC, Ms. Karen Holman

Ms. Holman reported that the Budget to Actual Report from July 1, 2020 – March 31, 2021, was really on track. The Statement of Activities by Fund Report July 1, 2020- March 31, 2021, looks a

little overspent due to CARES COVID Dollars but is still under budget. The 403(B) estimated amount for approval is $126,000. The Budget FY 21/22 for Board approval is still unclear due to extra funds from the County and Federal dollars. The amount should be reconciled for the upcoming Board of Directors Meeting on June 23.

Mr. Bell gave a Compensation Committee Report that recommends a one year extension of Mr. Sharff's contract as Chief Executive Officer. The contract includes Mr. Sharff's annual 403 (B) contribution, a $3000 health insurance payment, and a renumeration increase of 7%.

Policies
Chief Operations Officer, Ms. Sharon Oakes

Ms. Oakes updated the committee about the recently passed House Bills 419 and 7001. As of July 1, 2021, every Early Learning Coalition in the state falls under the Department of Education.
Ms. Oakes requested approval to ratify the new policies as OEL approves them.
Ms. Oakes informed the committee that there were no changes to the Anti-Fraud Policy.
Ms. Oakes requested the approval to increase Paid Time Off for 10-year employees from 9.25 hours per pay period to 10.25 hours per pay period.

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

Mr. Sharff informed the committee that the PEARLS Program passed in Legislation for the fourth year in a row.
Mr. Sharff informed the committee that the County CSAB (Children's Services Advisory Board) would be voting on extra and level funding for the CATCH Program, WIT Program, along with extra Eligibility and Assessment funding. The WIT Program has been growing and now has a waitlist and new employees who have hit the ground running.
Ms. Oakes gave a Shared Services update and hope that these may increase post-COVID.
Mr. King gave an update on the upcoming fundraising events, the Leadership Prayer Breakfast (October 28th) and Golf Tournament (December 10th). The Mobile Outreach Buses are out promoting VPK sign-ups, and there has been a push to recruit more families in need into the School Readiness program as parents are starting to go back to work.
Mr. Sharff informed the committee that he is now a Guardian ad Litem and hopes to create a partnership with GAL.
Mr. Sharff updated the committee on the $255,000 Books for Kids grant and the new relationship that program will form with the Reading PALS program. Mr. Sharff continued with an update on the $50,000 United Way Grant to support the PALS program, and the Manatee Community Foundation Grant of $13,000 to promote VPK sign-up.

Mr. Sharff explained a new partnership with OEL to distribute the VPK Calendar to every ELC in the state which would be run through the Communications Department.

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 Mr. Minor and seconded by Mr. Bell, the Executive and Finance Committee 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. Bell and seconded by Mr. Minor, the Executive and Finance Committee unanimously approved the FY 21/22 Budget.

2) Approval of 403(b) employee distribution

Upon motion duly made by Ms. Carpenter and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the 403(b)-employee distribution.

3) Approval for CEO Compensation Recommendations

Upon motion duly made by Mr. Minor and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the CEO Compensation Recommendations.

Approval of the Executive and Finance Meeting Minutes of March 3, 2021

Upon motion duly made by Ms. Kendzior and seconded by Mr. Bell, the Executive and Finance Committee unanimously approved the Executive and Finance Meeting Minutes of March 3, 2021.

Old Business
None

New Business
None

Public Comments
There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. Mr. Minor motioned to adjourn the meeting and seconded by Ms. Carpenter. The meeting adjourned at 12:05 pm.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair