Early Learning Coalition of Manatee County, Inc.
Executive & Finance Meeting
Of
September 15, 2021

The Early Learning Coalition of Manatee County, Inc. held an Executive and Finance Meeting on September 15, 2021, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Ms. Jennifer Passmore
Ms. Karen Carpenter
Ms. Christina Riggio – Garraffa
Mr. Robert Bell
Mr. Andrew Minor
Mr. Bryan Wrench

Committee Members Excused
Mr. Adam Mohammadbhoy
Dr. Robin Thompson

E.L.C. Executive Staff Present
Mr. Paul Sharff
Ms. Karen Holman
Mr. Darrell King
Ms. Kerry Gaylord
Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of September 15, 2021.

Welcome and Roll Call
Ms. Jennifer Passmore, the Vice-Chair, called the meeting to order at 11:03 am.
Mr. Paul Sharff conducted a roll call and determined a quorum was present.

Citizen Comments
There were no Citizens Comments.

Finance Committee Report

Finance Chair, Mr. Robert Bell

Chief Financial Officer, Ms. Karen Holman

Ms. Holman reviewed the Budget to Actual from July 1, 2020, to June 30, 2021, and the Statement of Activities from July 1, 2020, – June 30, 2021. Ms. Holman reported that the coalition had maxed Admin Dollars. The CARES dollars were still causing our percentages to look inaccurate when they are not. EFS Mod problems are still driving the Statement of Activities to look inaccurate when they are not.

Governance Report

Governance Chair, Ms. Christina Riggio-Garraffa

Chief Executive Officer, Mr. Paul Sharff

Director of Grant Management, Ms. Kerry Gaylord

Ms. Garraffa informed the Executive and Finance Committee of the Governance Committee's approved 2022 Board of Director's meeting schedule and the 2022 Early Learning Coalition of Manatee County's employee holiday schedule.

Ms. Garraffa recommended Tim Pye as a board member.

Ms. Gaylord informed the committee of the updated policy changes for the Department of Early Learning. Ms. Gaylord stated that the ELC Bylaws and the Employee handbook were revised and up to date.

Chief Executive Officer Report

Chief Executive Officer, Mr. Paul Sharff

Chief Operations Officer, Mr. Darrell King

Mr. Sharff updated the committee about Ms. Oakes's resignation. Mr. Sharff stated that he appointed Mr. King as the new Chief Operations Officer and Ms. Gaylord as the Director of Grant Management.

Mr. Sharff introduced Dr. Helen Hanson.

Dr. Hanson gave an update via Zoom about her role in assisting the coalition.

Mr. Sharff updated the committee about the new changes coming down from the Department of Early Learning.

Mr. Sharff stated that Operation Whatever It Takes (W.I.T) now has a waitlist.

Mr. King gave an update on the upcoming Leadership Prayer Breakfast and the 10th-anniversary golf tournament.

Mr. Sharff informed the committee about contacting the Children's Movement regarding merging the Reading Pals Program with Books for Kids.

Mr. Sharff informed the committee that the ELC received the Board of Education Award after being put forward by the School District.

Items for Approval Consent Agenda

Updated & revised By-Laws

Agency Policies update

Employee Handbook

Board member Tim Pye

2022 Board meeting schedule

2022 ELC Employee Holiday Schedule

Upon motion 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 20/21 Budget to Actual

Upon motion duly made by Ms. Kendzior and seconded by Ms. Garraffa, the Executive and Finance Committee unanimously approved the 20/21 Budget to Actual.

Approval of the Executive and Finance Meeting Minutes of June 9, 2021

Upon motion duly made by Ms. Garraffa and seconded by Ms. Kendzior, the Executive, and Finance Meeting Notes from June 9, 2021, were unanimously approved.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

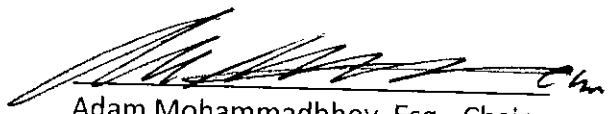
There was no further business before the Executive and Finance Committee. The meeting adjourned at 11:42.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Adam Mohammadbhoy, Esq., Chair