Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
September 29, 2021

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on September 29, 2021, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present

Mr. Adam Mohammadbhoy
Mr. Andrew Minor
Ms. Caroline Halfacre
Mr. James Disbro
Ms. Jennifer Passmore
Dr. Kristina DeWitt
Ms. Annette Larkin
Mr. Gary Scott
Mr. Len Tabicman
Dr. Michael Mackie
Mr. Doug Hall
Ms. Rachel Kendzior
Mr. Robert Bell
Dr. Rev. Robert Baker
Mr. Zack Kallis
Ms. Lupita Wells
Ms. Kathy Patreka
Ms. Chantel Porte
Ms. Marjani Jones
Ms. Karen Carpenter
Ms. Christina Riggio-Garraffa

Committee Members Excused

Dr. Robin Thompson
Dr. James Chatham
Dr. Carla McGill
Chief Michael Rampino
Mr. Bryan Rench

E.L.C. Executive Staff Present

Mr. Paul Sharff
Ms. Kerry Gaylord
Ms. Karen Holman
Mr. Darrell King
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 29, 2021.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:01 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

Mr. Bell stated that the Executive and Finance Committee approved the Budget to Actual Report July 2020 – June 30, 2021, and the Statement of Activities July 1, 2020 – June 30, 2021, at the Executive and Finance Meeting held on September 15, 2021.

Governance Committee Report

Governance Chair, Ms. Christina Riggio-Garraffa

Ms. Garraffa informed the board that the updated and revised by-laws are in the board meeting packet.
Mr. Sharff stated the minor changes to the by-laws were due to the Office of Early Learning moving under the Department of Early Learning.
Ms. Garraffa stated that the Governance Committee had approved new board member Tim Pye and the term renewal of Marjani Jones, Faith-Based Child Care Provider Representative. The committee also approved the 2022 Board meeting schedule and the 2022 E.L.C. employee holiday schedule.

Chief Executive Officer Report

Chief Executive Officer, Mr. Paul Sharff
Chief Operations Officer, Mr. Darrell King

Mr. Sharff informed the board that Ms. Oakes had resigned as Chief Operations Officer and Mr. King would be the new Chief Operations Officer. Mr. Sharff introduced Dr. Helen Hanson.
Dr. Hanson would be coming to the E.L.C. on November 7 for a couple of days to help staff.
Dr. Hanson gave a report and stated that she felt that Ms. Oakes had polarized the agency but felt very confident in the new leadership team moving forward. She is looking forward to her November meeting with all the E.L.C. staff.
Mr. Sharff updated the board on his future travel plans to Washington DC for NECPA accreditations. Mr. Sharff will also be inquiring about Legislations plans on spending new money dedicated to Early Childcare.
Mr. Sharff updated the committee about the CSAB giving the E.L.C. an extra $250,000.

Mr. Sharff gave a Whatever It Takes (W.I.T) program update. He was very encouraged about the W.I.T program having a waitlist.
Mr. Sharff updated the board about a new bus for special needs students and a working with the school board on after-school programs.
Mr. Sharff stated that he was recommended for the Step-Up Suncoast Board.
Mr. Sharff gave a Leadership Prayer Breakfast update and explained how the match dollars would work.
Mr. Sharff updated the board on the child abuse case at one of our providers and the legal case against them. Mr. Sharff is meeting with several Commissioner and CSAB about local licensing in Manatee County.
Mr. Sharff informed the board about our coalition receiving the Board of Education Award.

Items for Approval Consent Agenda

- Updated & revised By-Laws
- Agency Policies update
- Employee Handbook
- Board member Tim Pye
- 2022 Board meeting schedule
- 2022 E.L.C. Employee Holiday Schedule

Upon motion duly made by Mr. Bell and seconded by Mr. Disbro, the Board of Directors unanimously approved the Consent Agenda items.

Items for Approval Non-Consent Agenda

- Approval of FY 20/21 Budget to Actual

Upon motion duly made by Ms. Passmore and seconded by Mr. Disbro, the Board of Directors unanimously approved the FY 20/21 Budget.

Approval of the Board of Directors Meeting Minutes of June 23, 2021

Upon motion duly made by Ms. Passmore and seconded by Mr. Scott, the Board of Directors unanimously approved the Meeting Minutes of June 23, 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 12:09.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair