Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
September 18, 2024

*The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting **via Zoom** and in person on September 18, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present

1. Adam Mohammadbhoy
2. Ana Peele
3. Annette Larkin
4. Elida Mujic
5. Gary Scott
6. James Disbro
7. Jennifer Passmore
8. Michael Mackie
9. Misty Ritch
10. Peggy Sammons
11. Robert Bell
12. Sheila Halpin

Committee Members Present via Zoom

13. Chantal Porte
14. Christina Riggio
15. Connie Shingledecker
16. Kathy Patreka
17. Kristina DeWitt
18. Leslie Wells
19. Marjani Jones
20. Rachel Kendzior

Committee Members Excused

21. Bryan Rench
22. Denise Marzullo
23. Tim Pye
24. Zack Kallis

ELC Staff Present

Darrell King, CEO
Kerry Gaylord, COO
Gabriela Macias, CFO
Hilarie King, BOD liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on September 18, 2024.

Welcome and Roll Call

Mr. Darrell King, the CEO, conducted a call and confirmed that a quorum was present. Chair Mohammadbhoy then called the meeting to order at 11:02.

Citizen Comments

There were no comments from citizens.

Financial Committee Report

Mr. Robert Bell, Chair.

Ms. Gabriela Macias, Chief Financial Officer.

Ms. Macias provided the following financial updates:

- Budget to Actual Report July 1, 2023 – June 30, 2024.
  - The Fiscal year concluded with all grant requirements successfully fulfilled.
- Statements of Activities July 1, 2023 – June 30, 2024.
  - SR Direct Services:
    - Required 78% - ELCMC 80.8 %.
  - Administration:
    - VPK required: 4% - ELCMC 3.999%.
    - SR required: 5% - ELCMC 4.7%.
- Preliminary Budget for Fiscal Year 2024/2025.
  - $33m initial projection, rising to closer to $35m.

Governance and Procurement Report

Ms. Christina Riggio, Chair.

Ms. Kerry Gaylord, Chief Operations Officer.

Mr. Darrell King, Chief Executive Officer.

Ms. Gaylord provided the following policy updates:

- Bylaws.
  - The bylaws were updated to change the meeting schedule from six times a year to four, aligning it with the quarterly board meetings.
- Employee Background Screening Policy.
  - A letter of attestation has been incorporated into the employee background screening policy.
- Employee Handbook.
  - The employee handbook has been revised to include new policies regarding children in the workplace, social media, and fraud.
- Fiscal Policy.
  - New fiscal policies have been implemented to meet audit expectations. These include authorization requirements based on purchasing limits, a ban on employee personal loans, and specific exceptions for prepayments related to ARPA funding.

- Governance Policy.
    - Revisions to the Governance policy include the introduction of a code of ethics for board members.

Mr. King provided the following board updates:

- Gubernatorial Position.
    - Recent changes to the board of directors are as follows: Mr. Adam Mohammadbhoy will continue as Chair, Ms. Christina Riggio has been newly appointed, Mr. Rob Bell has been removed, and Denise Marzullo will assume his position, meaning the Coalition once again has three Governor appointees on the Board.
- Private Sector Appointee – Rob Bell.
    - Following the Governor's decision to remove Mr. Rob Bell from the board, the Governance committee requests an appointment as a private sector member, allowing him to continue in his role as Finance Chair.
- Board Engagement.
    - On October 10, 2024, the Coalition will host an open house to highlight new and upcoming initiatives to the Board.
    - In February, the Coalition plans to arrange a tour for newly elected officials.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer.

Mr. King's executive updates are as follows:

- State Funding.
    - The State NOA (Notice of Award) for 24-25 is just over $29m. With Manatee County funding and other grants, the early projection of $33m is accurate, but this is likely to be increased with additional awards for School Readiness, VPK, and the new SR Plus Program. 24-25 budget should land at around $35m.
- New School Readiness Plus Program.
    - The SR Plus program assists low-income families with childcare costs as their benefits decrease and they become ineligible for the School Readiness Program. It aims to promote economic self-sufficiency by helping families gradually assume the full cost of childcare after transitioning out of SR Plus.
- ARPA Initiatives roll-out.
    - All new programs funded by ARPA dollars are rolling out and have already shown early signs of success.
- CSAB Programs/SBS.
    - The new Sleep Baby Safely initiative is doing well, and staff presented their progress to the CSAB in August. New contracts for FY 24/25 will be signed soon for the other three county-funded programs that have all been given budget increases for the new year, which total around $400,000.

- Spot On/Reading PALS 24/25.
    - The Bishop Parker Foundation awarded the Spot On program another $50,000 grant. This marks the second educational grant the Foundation has awarded and highlights that the ELC has been impressing the Foundation with the Spot-On outcomes. Reading PALS will again be funded by the Children's Movement and local grants from Kiwanis, the Service Club, and other entities. Shortfalls in Spot On and Reading PALS will be supported by proceeds from the ELC's two annual fundraisers.

- Results 1st.
    - Results 1st provides the Coalition with the tools to define, track, verify, and communicate the outcomes of newly implemented programs. Parents and early educators will be surveyed to collect feedback on these results. This information will assist staff in identifying areas for improvement within each initiative and offer valuable insights into securing grants and future sponsorships.
- Manatee Childcare Alliance Update.
    - The MCA is engaging with local officials to discuss the upcoming affordable housing plan. They are advocating for the inclusion of a preschool within these communities, which would offer convenient transportation access and support parents in their job search. The Alliance surveyed 130 childcare providers, achieving a 70% response rate, with many saying they would be interested in opening second locations to ease the strain on the child care system.
- Manatee Chamber Award Nomination.
    - The ELC has been nominated in the small business category.
- The 13th Annual Golf Tournament will be held on December 6, 2024, at the IMG Golf Club, and sponsorships and revenue are already over $50,000.

Items for Approval Consent Agenda

- Bylaws.
- Employee Background Screening Policy.
- Employee Handbook.
- Fiscal Policy.
- Governance Policy.
- Private Sector Appointee – Rob Bell.

Upon motion duly made by Ms. Passmore and seconded by Mr. Scott, the Board of Directors unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Budget to Actual Report July 1, 2023 – June 30, 2024.

Upon motion duly made by Ms. Passmore and seconded by Ms. Larkin, the Board of Directors unanimously approved the Budget to Actual Report July 1, 2023 – June 30, 2024.

- Statement of Activities July 1, 2023 – June 30, 2024.

Upon motion duly made by Ms. Ritchy and seconded by Ms. Riggio, the Board of Directors unanimously approved the Statement of Activities July 1, 2023 – June 30, 2024.

- Preliminary Budget FY 24/25.

Upon motion duly made by Mr. Scott and seconded by Mr. Mackie, the Board of Directors unanimously approved the Preliminary 24/25 Budget.

Approval of the Board of Directors Meeting Minutes of June 19, 2024

Upon a motion made by Mr. Bell and seconded by Ms. Larkin, the Board of Directors unanimously approved the minutes of the June 19, 2024, meeting.

Old Business

None

New Business

❖ ELC staff present were asked to leave the meeting at this time.

Mr. Bell informed the committee that he had set up a $100 a month recurring donation to the ELC through the Flanzer trust, which would be doubled to $200 a month and go towards the Reading PALS program. He encouraged other members to consider donating and benefiting from the match.

- **CEO Annual Evaluation Contract.**

  The Board was asked to approve a 5% salary increase for the CEO after reviewing his annual evaluation conducted by the Chair and to extend his contract by another year to 2027. The contract states that the CEO may receive a fiscal year-end performance incentive at the Board's discretion. This sum will be at least equal to any performance incentives awarded by the CEO to the Chief Operations Officer and the Chief Financial Officer during the 24-25 fiscal year.

Upon a motion made by Ms. Passmore and seconded by Ms. Ritch, the Board of Directors unanimously approved the CEO Annual Evaluation Contract.

Public Comments
There were no public comments.

Adjournment
There was no further business before the board of directors. The meeting adjourned at 11:55.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair