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Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
September 20, 2023

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on September 20, 2023, at 11:00 a.m., 600 8th Avenue West, Palmetto, Florida.

ELC Board of Directors Members Present

Mr. Adam Mohammadbhoy
Ms. Annette Larkin (Z)
Mr. Bryan Rench (Z)
Dr. Carla McGill (Z)
Ms. Elida Mujic (Z)
Mr. Gary Scott
Ms. Jennifer Passmore
Dr. Kristina DeWitt (Z)
Ms. Marjani Jones (Z)
Dr. Micheal Mackie (Z)
Ms. Misty Ritch
Ms. Peggy Sammons
Ms. Rachel Kendzior (Z)
Mr. Rob Bell
Dr. Sheila Halpin
Mr. Tim Pye
Mr. Zack Kallis (Z)

ELC Board of Directors Members Excused

Ms. Chantal Porte
Ms. Christina Riggio
Mr. James Disbro
Ms. Kathy Patreka

ELC Staff Present

Mr. Darrell King, CEO
Ms. Gabriela Macias, CFO
Ms. Kerry Gaylord, COO
Ms. 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 20, 2023.

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Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:02 a.m.
Mr. Darrell King, the ELC CEO, conducted a roll call and determined that a quorum was present.

Citizen Comments

There were no citizen comments.

Financial Committee Report

Mr. Robert Bell, Chair

Ms. Gabriela Macias, Chief Financial Officer

Ms. Macias's financial updates were as follows:

- The Coalition has completed the FY July 1, 2022 – June 30, 2023.
- Statements of Activities July 1, 2022 – June 30, 2023.
    - Direct Services:
        - Required 78% - ELCMC 80.3%
    - Administration:
        - VPK required: 4% - ELCMC 4%
        - SR required: 5% - ELCMC 3.651%
- The Coalition's Preliminary Budget FY 23/24 is approximately $33million.
- The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Funds have ended. The 2021 American Rescue Plan Act (ARPA) funding will end on June 30, 2024.

Contract Approvals and Policies

Ms. Kerry Gaylord, Chief Operations Officer

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

- DEL included a new Background Screening Policy that requires any sub-recipient, contractor, or sub-contractor to meet the "qualified entity" definition under the FDLE.
- A new motor vehicle review report following the Driver Guidelines was added to determine if the employee's driving indicates a pattern of unsafe driving has been added to the ELCMC Employment Handbook.
- The state enacted a new Class A-B Travel Policy that increased the daily travel allowable from $175 to $225 before taxes.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- The State Funding FY 23/24 Notice of Award projection is $31 million.
    - School Readiness at $27 million.
    - VPK at $4 million.
        - The increase in VPK funding is due to family growth in Florida.

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- The ELCMC applied for the ARPA discretionary grant. Due to hard work and teamwork, the ELCMC submitted the first application in the state and was awarded $4 million.
    - The Coalition's proposed RFPs will be submitted for approval at the December board meeting.
- On October 11th, Ms. Cari Miller, Chancellor of the Division of Early Learning, will tour the ELCMC and several Manatee County Providers. Ms. Miller will attend dinner with the Leadership Team.
- All Manatee County CSAB contracts will be initiated on October 1st.
    - $250,000 awarded to Nemours.
    - $150,000 awarded to CATCH.
    - $2.2m for Childcare Subsidy and Match program
- On September 19, 2023, Mr. King met with the new MCSD Superintendent. The meeting was highly positive.
- NEXTGEN Magazine will celebrate its 10th anniversary in 2024.
    - Beginning in 2024, the publication plans on publishing the magazine quarterly.
    - Ms. Leslie Wells has applied to the Board of Directors and desires to be on the Finance Committee.
- Ms. Caroline Halfacre submitted her resignation letter after years of dedication to the Coalition.
- To increase board and ELC staff engagement, the Coalition will host a Board member tour of the building, buses, and programs on October 5th.
- The 12th annual golf tournament in Mr. Paul Sharff's memory will be held at the IMG Golf Course on December 8, 2023.

Items for Approval Consent Agenda

1. Background Screening Policy.
2. Employee Handbook.
3. Class A-B Travel Policy.
4. Approval of new board member – Leslie Wells.
5. Approval of Caroline Halfacre's resignation from the board of directors.

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

Items for Approval Non-Consent Agenda

1. Budget to Actual Report July 1, 2022 – June 30, 2023.

Upon motion duly made by Mr. Pye and seconded by Ms. Passmore, the Board of Directors unanimously approved the Budget to Actual Report for July 1, 2022 – June 30, 2023.

2. Statements of Activities July 1, 2022 – June 30, 2023.

Upon motion duly made by Mr. Kallis and seconded by Ms. Passmore, the Board of Directors unanimously approved the Statement of Activities for July 1, 2022 – June 30, 2023.

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Approval of Board of Director Meeting Minutes of June 21, 2023

Upon motion duly made by Mr. Scott and seconded by Ms. Passmore, the Board of Directors unanimously approved the Board of Directors Meeting Minutes of June 21, 2023.

Old Business

None

New Business

- Finance Chair Mr. Rob Bell excused the ELC staff. Mr. Bell updated the committee members on the Chief Executive Officer's annual review and contract extensions.
- Mr. Bell's notes were as follows.
    - The Board of Directors has received a separate email from the HR Director, Ms. Yanelli.
        - Chief Executive Officer's annual review and contract extension.
    - The Executive & Finance Committee unanimously approved the contract on September 6, 2023.
    - The ELC Board of Directors unanimously approved Mr. King's contract on September 20, 2023.

Public Comments

There were no public comments**.**

Adjournment

There was no further business before the ELCMC Board of Directors. The meeting adjourned at 11:41.

Minutes prepared by:

DocuSigned by:
Hilarie King
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Hilarie King, Board Liaison

Minutes approved by:

DocuSigned by:
Adam Mohammadbhoy
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Adam Mohammadbhoy, Esq., Chair