Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
September 4, 2024

*The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting **via Zoom** on September 4, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present
Mr. Adam Mohammadbhoy
Mr. Gary Scott
Mr. Robert Bell
Mr. Tim Pye
Ms. Christina Riggio
Ms. Jennifer Passmore
Ms. Leslie Wells

Committee Members Excused
Mr. Bryan Rench
Ms. Rachel Kendzior

ELC Staff Present
Mr. Darrell King, CEO
Ms. Gabriela Macias, CFO
Ms. Hilarie King, BOD liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on September 4, 2024.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair
The CEO, Mr. Darrell King, conducted a roll call and determined that a quorum was present. Mr. King called the meeting to order at 11:01.

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:

- Budget to Actual Report July 1, 2023 – June 30, 2024.
    - The year finished with all grant requirements met.

- 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 FY 24/25.
    - $33m.
    - Notice of awards serves as a roadmap for upcoming additional funding from the state based on SR and VPK enrollments.

Governance and Procurement Report

Ms. Christina Riggio, Chair

Ms. Kerry Gaylord, Chief Operations Officer (Excused)

Mr. Darrell King, Chief Executive Officer

Mr. King's updates were as follows:

- Bylaws.
    - The bylaws were revised to adjust the meeting schedule from six times per year to four, aligning it with the quarterly board meetings
- Employee Background Screening Policy.
    - A letter of attestation has been added to the employee background screening policy.
- Employee Handbook.
    - The employee handbook has been updated to include new policies on children in the workplace, social media, and fraud.
- Fiscal Policy.
    - New fiscal policies have been established to align with audit expectations. These include authorization requirements based on purchasing limits, a prohibition on employee personal loans, and specific exceptions for prepayments related to ARPA funding
- Governance Policy.
    - Governance policy revisions include a code of ethics for board members.
- Gubernatorial Position.
    - Recent changes to the board of directors are as follows: Mr. Adam Mohammadbhoy will remain as Chair, Ms. Christina Riggio has been newly appointed, Mr. Rob Bell has been removed, and Denise Marzullo will take over his position.
- Private Sector Appointee – Rob Bell.
    - With the Governor's decision to remove Mr. Rob Bell from the board, we request that he be appointed as a private sector member and continue in his role as Finance Chair.
- Board Engagement.
    - On October 10, the Coalition will host an open house to highlight new and upcoming initiatives to the Board.
    - In February, the Coalition plans to organize a tour for newly elected officials.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- State Funding.
    - Current funding stands at $33 million. With increases in VPK and SR enrollments, the projected budget will include an additional $1.4 million. Therefore, the fall budget is expected to be approximately $34.6 million.
- New School Readiness Plus Program.
    - The SR Plus program supports low-income families with child care costs as their benefits decrease and they become ineligible for the School Readiness Program. Its goal is to foster economic self-sufficiency by helping families gradually take on the full cost of child care after transitioning out of SR Plus.
- ARPA Initiatives roll-out.
    - On track to spend the awarded funds on new purchases.
- CSAB Programs/SBS.
    - The new Sleep Baby Safely initiative is well underway and is projected to start on October 1.
- Spot On/Reading PALS 24/25.
    - The program has been awarded another $50,000 grant from Bishop. They currently have over 100 volunteers assisting approximately 125 children in the program.
- Results 1st.
    - Results 1st equips the coalition with tools to define, track, verify, and communicate the outcomes of newly implemented programs. Parents and early educators will be surveyed to gather feedback on the results. This information will help staff identify areas for improvement within each initiative and provide valuable insights for securing grants and future sponsorships.
- Manatee Childcare Alliance Update.
    - The MCA is discussing the upcoming affordable housing plan with local officials. They are advocating for the inclusion of a preschool within these communities, which would provide convenient access to transportation and support parents as they seek employment.

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 Mr. Scott and seconded by Ms. Passmore, the Executive & Finance Committee 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 Mr. Scott and seconded by Ms. Riggio, the Executive & Finance Committee 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. Riggio and seconded by Ms. Passmore, the Executive & Finance Committee 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 Ms. Passmore, the Executive & Finance Committee unanimously approved the Preliminary 24/25 Budget.

Approval of Executive Finance Committee Meeting Minutes of June 5, 2024

Upon motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of June 5, 2024.

Old Business

None

New Business

Ms. Carla McGill has retired from her role at the Manatee County Health Department. Ms. Ana Pelle will now serve as the coalition's County Health Department Designee.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:35.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair