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Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
September 6, 2023

The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting via Zoom on September 6, 2023, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Ms. Jennifer Passmore (ZOOM)
Mr. Adam Mohammadbhoy (ZOOM)
Mr. Robert Bell (ELC)
Mr. Gary Scott (ZOOM)
Ms. Rachel Kendzior (ZOOM)

Committee Members Excused
Mr. Tim Pye
Mr. Bryan Rench
Ms. Christina Riggio

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 Executive Committee & Finance Committee meeting on September 6, 2023.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:06 a.m.
Mr. Darrell King, the 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.
- The Coalition statement of activities was presented to the Executive and Finance Committee.

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- 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 approx. $33 million.

Contract Approvals and Policies

Ms. Kerry Gaylord, Chief Operations Officer

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

- DEL updated the Background Screening Policy. The ELC will now require any sub-recipient, contractor, or sub-contractor it retains to meet the "qualified entity" definition under the FDLE.
- The ELC Employee Handbook added a motor vehicle review report under Driver Guidelines to determine if the employee's driving indicates a pattern of unsafe driving.
- The Class A-B Travel Policy 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 will be between $30 to $34 million.
- The ELC has nine months to spend $4 million in discretionary grant dollars awarded through the ARPA Program. The Coalition's spending plan consists of seven RFPs to incorporate some of the following objectives:
    - Staff training.
    - Workforce initiatives.
    - VPK staff compensation in the form of bonuses for the State's provisional salary increase.
    - Classroom and home site technology.
    - Outdoor play equipment to highlight the Coalition's STEAM program.
    - Local marketing initiatives to promote the ELC and education from birth to five.

  The financial projection is $3.8 million to our providers and $1.2 million in administrative costs.
- The Chancellor of the Department of Early Learning, Ms. Cari Miller, will visit the ELC on October 11th. Ms. Miller will tour the Coalition and see several providers.
- The ELC programs funded by the CSAB are right on target.
- Mr. King will meet with the new MCSD Superintendent on September 19, 2023.
- NEXTGEN Magazine will be celebrating its tenth anniversary in 2024. The publication plans on publishing the magazine quarterly beginning in 2024.

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- Ms. Leslie Wells has applied to the Board of Directors and wishes to be on the Finance Committee.
- The Coalition will host a facility tour and programs for Board members on October 5th.
- The 12th annual golf tournament in Mr. Paul Sharff's memory is on target. The tournament 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.

Upon motion duly made by Mr. Bell and seconded by Ms. Kendzior, the Executive & Finance Committee 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 Ms. Passmore and seconded by Mr. Bell, the Executive & Finance Committee 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. Scott and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved the Statement of Activities for July 1, 2022 – June 30, 2023.

Approval of Executive Finance Committee Meeting Minutes of June 7, 2023

Upon motion duly made by Mr. Bell and seconded by Mr. Mohammadbhoy, the Executive & Finance Committee unanimously approved the Executive & Finance Committee Meeting Minutes of June 7, 2023.

Old Business

None

New Business

Mr. Robert Bell, Financial Chair, excused ELC staff. Mr. Bell updated the Executive & Finance Committee Members about Mr. Darrell King, Chief Executive Officer, updated the contract proposal.

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- His notes were as follows.
    - Approval to present to the entire Board on September 20, 2023.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:47.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

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