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Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
March 22nd, 2023

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting via Zoom on March 22, 2023, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present

1) Mr. Adam Mohammadbhoy
2) Mr. James Disbro
3) Ms. Jennifer Passmore
4) Mr. Gary Scott
5) Ms. Rachel Kendzior
6) Mr. Robert Bell
7) Mr. Zack Kallis
8) Dr. Carla McGill
9) Ms. Caroline Halfacre
10) Mr. Bryan Rench
11) Ms. Annette Larkin
12) Ms. Marjani Jones
13) Mr. Tim Pye
14) Dr. Michael Mackie
15) Dr. Kristina DeWitt
16) Dr. Sheila Halpin
17) Ms. Christina Riggio

Committee Members Excused

1) Ms. Chantal Porte
2) Ms. Kathy Patreka

ELC Executive Staff Present

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

ELC Board Liaison

Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors Meeting of March 22, 2023.

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Welcome and Roll Call

Mr. Adam Mohammadbhoy, BOD Chair, called the meeting to order at 11:03 am.
Mr. Darrell King conducted a roll call and determined that a quorum was present.

Citizen Comments

There were no Citizen Comments.

Finance Committee Report

Finance Chair, Mr. Robert Bell

Mr. Bell informed the board that the independent Auditor's Report from Mr. John Duffy with Moss Krusick and Associate Partners for FY ending June 30, 2022, had no findings.

Chief Financial Officer, Ms. Gabriela Macias

Ms. Macias added that this was an unmodified audit with the best results the ELCMC could receive.

Ms. Macias stated that the Budget to Actual July 1, 2022, to December 31, 2022, is right on target halfway through the 2022 - 2023 fiscal year.

Ms. Macias reported on the Statement of Activities from July 1, 2022, to December 31, 2022.

- Direct Services:
  - Required 78% - ELCMC 81.2%.
- Administration:
  - VPK required: 4% - ELCMC 3.4%
  - SR required: 5% - ELCMC 3.99%

Strategic Planning Committee Report

Strategic Planning Chair, Ms. Rachel Kendzior

Mr. King explained that the ELCMC had completed the strategic plan for 2023 through 2026.

Mr. King stated that the strategic communication and planning model yields a well-communicated approach to improve early education locally over the next four years. Having organized yearly targets provides a straightforward implementation process and allows evaluation annually.

Ms. Kendzior stated that the Strategic Planning PowerPoint was in each member's meeting packet. Ms. Kendzior thanked Ms. Rachel Spivey, ELC Director of Grants, for her comprehensive report and attention to detail. The Strategic Planning Committee had fully approved the plan at their March meeting.

Governance Committee Report

Governance Chair, Ms. Christina Riggio

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord informed the board of the following ELC Policy updates for the Division of Early Learning. The COOP, or the Continuity of Operations Plan, is the effort within individual agencies to ensure they can continue performing their mission-essential functions during various emergencies.

- CFO Ms. Gabriela Macias will replace retired CFO Ms. Karen Holman.
- Established remote work locations due to power outages in natural disasters.

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Ms. Gaylord informed the board of the following changes to the Bylaws to align with the other coalitions and modernize the Coalition's style.

- The Audit Committee and Finance Committee will become one committee.
- The Quality Committee and Strategic Committees will become one committee.

In addition, Ms. Gaylord informed the board of the following policy updates.

- The Executive and Finance Committee authorizes provider rate increases.
- The Whistleblower Policy states that all agency discrepancies be reported directly to the Coalition's current CEO. Agency employee concerns about the CEO report to the ELC BOD Chair.
- The ELC Policy Handbook was updated for the ELC Employees to review and sign.

Ms. Macias reported the Fiscal Policy updates. Ms. Macias stated that the updates are as follows due to the structural modernization of the board committees.

- The ELC Fiscal Policy states that the ELC CEO is prohibited from signing checks over $20,000. The finance team requests that the CEO's signing allowance be $50,000 due to an increase in costs and funding levels.

Mr. King informed the board of resignation letters from Andrew Minor, Karen Carpenter, and Mike Rampino. Their dedication and commitment over the years are appreciated. Mr. King stated that the Coalition is awaiting the board requirements/updates from the DEL on future Board composition.

Chief Executive Officer Report

Chief Executive Officer, Mr. Darrell King

Mr. King gave the board an update on American Rescue Plan funding (ARPA)

- The ELC staff are working diligently to allocate APRA funding to our providers. His current plan is to have all ARPA funds allocated by June 2023 – approx $20million.

Mr. King updated the committee on Manatee County CSAB funding.

- The Coalition is developing a new Every Child Counts program to help our providers meet the DCF requirements. The Coalition will be asking for additional CSAB funds to support this program.

Mr. King gave a building update.

- After looking at several new locations and contracts, the Coalition will stay in the current building. The building owners finally offered aggregable terms for a new 10-year lease with a five-year extension option.
- Career Suncoast will sublet space on the first floor.

Mr. King did a coalition-wide culture staff survey.

- This survey was anonymous. The outcomes were extremely positive, with 89% of staff stating they loved their jobs at ELC.

Mr. King gave a banking update.

- Due to BMO moving its headquarters to Chicago and communication breakdowns, the Coalition accounts will be transferred to the Sunwest Bank.

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Mr. King remarked on upcoming coalition events and fundraisers.

- The T2K breakfast was highly successful. It was the first breakfast in the state to bring VPK and kindergarten teachers together to collaborate.
- The ELC received an award from the Manatee County Chamber of Commerce for the programs delivered in the community outreach buses.
- The ELC and De Soto are collaborating again and are excited about the Children's Parade in Palmetto on April 7, 2023.
- The ELC is working on June 1, 2023, Stand for Children Luncheon. The Paul Sharff Children's Champions inaugural award will go to Foundation for Dreams, Dream Oaks Camp.

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2022 – December 31, 2022

Upon motion duly made by Ms. Kendzior and seconded by Ms. Halfacre, the Board of Directors unanimously approved the Budget to Actual Report for July 1, 2022 - December 31, 2022.

2) Approval of Statement of Activities July 1, 2022 – December 31, 2022

Upon motion duly made by Mr. Scott and seconded by Ms. Halfacre, the Board of Directors unanimously approved the Statement of Activities for July 1, 2022 – December 31, 2022.

3) Approval of Audit Report and Financial Statements FY ending June 30, 2022.

Upon motion duly made by Mr. Scott and seconded by Ms. Halfacre, the Board of Directors unanimously approved the Audit Report and Financial Statements FY ending June 30, 2022.

Items for Approval Consent Agenda

1) COOP
2) Manatee Bylaws
3) Provider Rate Increase Policy
4) Whistleblower Policy
5) Employee Handbook
6) Fiscal Policy
7) Board resignations; Andrew Minor, Karen Carpenter, and Chief Michael Rampino.

Upon motion duly made by Dr. McGill and seconded by Ms. Kendzior, the Board of Directors unanimously approved the Consent Agenda.

Approval of the Board of Directors Meeting Minutes of December 14, 2022

Upon motion duly made by Mr. Kallis and seconded by Ms. Larkin, the Board of Directors unanimously approved the Board of Directors Meeting Minutes for December 14, 2022.

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Old Business
None

New Business

- Approval of 2023 – 2026 ELC Strategic Plan.

Upon motion duly made by Mr. Bell and seconded by Ms. Carpenter, the Board of Directors unanimously approved the 2023 – 2026 ELC Strategic Plan.

- Approval of Annette Larkin's term 2022 – 2026 renewal as the Representative of private for-profit childcare providers.

Upon motion duly made by Ms. Kendzior and seconded by Ms. DeWitt, the Board of Directors unanimously approved Annette Larkin's term renewal from 2022 – 2026 as the Representative of private for-profit childcare providers.

Minutes

- Approval of the Board of Directors Meeting Minutes of December 14, 2022.

Upon motion duly made by Ms. Kendzior and seconded by Ms. DeWitt, the Board of Directors unanimously approved the Board of Directors Meeting Minutes of December 14, 2022.

Public Comments
There were no public comments.

Adjournment
There was no further business before the Board of Directors. The meeting adjourned at 11:40.

Minutes prepared by:

Hilarie King, Board of Directors Liaison

Minutes approved by:

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