Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
September 21, 2022

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting via Zoom on September 21, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Mr. Adam Mohammadbhoy
Mr. James Disbro
Ms. Christina Riggio Garraffa
Ms. Jennifer Passmore
Dr. Kristina DeWitt
Ms. Annette Larkin
Mr. Gary Scott
Ms. Rachel Kendzior
Mr. Robert Bell
Mr. Zack Kallis
Ms. Chantal Porte
Ms. Marjani Jones
Mr. Tim Pye
Ms. Karen Carpenter
Dr. Carla McGill
Chief Michael Rampino
Mr. Andrew Minor

Committee Members Excused
Dr. Michael Mackie
Mr. Doug Hall
Ms. Kathy Patreka
Ms. Caroline Halfacre
Dr. Robin Thompson
Mr. Bryan Rench

ELC Executive Staff Present
Mr. Darrell King
Ms. Karen Holman
Ms. Gabriela Macias
Ms. Kerry Gaylord

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors Meeting of September 21, 2022.

Welcome and Roll Call

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

Citizen Comments

There were no Citizen Comments

Finance Committee Report

Mr. Robert Bell, Finance Chair
Chief Financial Officer, Ms. Karen Holman

Ms. Holman recounted the Budget to Actual from July 1, 2021, to June 30, 2022, and the Statement of Activities from July 1, 2021, to June 30, 2022.

Governance Committee Report

Ms. Christina Riggio Garraffa, Governance Chair
Interim Chief Executive Officer, Mr. Darrell King
Interim Chief Operations Officer, Ms. Kerry Gaylord

Mr. King stated that the Emergency Succession plan is a necessity, has been updated, and clearly outline roles and responsibilities.
Ms. Gaylord stated that the Employee Handbook has been updated to include an operation of vehicle section to include safety guidelines and requirements of staff to maintain a valid driver's license and vehicle insurance as well requirements to report and lapse of these or accidents/incidents while driving on company time. The employee handbook has been updated to reduce the probation period from 90-days to 60-days to align with insurance starting.
Ms. Gaylord stated that the bylaws Article II Membership Section 3.2 has been updated to align with Statue 1002.83(4) regarding governor appointed and legislatively designated board membership.
Mr. King stated that the Governance committee and Executive/Finance Committees approved the Board of Directors and Committee meeting schedule and the meeting schedule is comparable to last year's schedule.
Mr. King stated that the Governance committee and Executive/Finance Committees approved the ELC Employee Holiday Schedule and remains the same as the previous year's holidays.

Chief Executive Officer Report

Interim Chief Executive Officer, Mr. Darrell King

Mr. King stated that the Division of Early Learning has shared the state funding includes a total of $45 million. $8 million is allocated to ARPA with the majority of the APRA funding allocated to provider stabilization grants.

Mr. King stated that the Manatee County Children Services Advisory Board's (CSAB) funding is in the final stages and agreements will be signed shortly. Manatee County grants total $2.6 million. 7% for inflation was not approved by the Board of County Commissioners.

Mr. King stated that there is an ongoing legal issue with an employee that has since been terminated. The employee was involved in a vehicle accident while on company causing injury to the parties in the other vehicle. The other parties have retained legal counsel and are pursuing a $3 million claim, $2 million from Philadelphia Insurance and $1 million from the ELC. Waiting to settle for $2 million claim through Philadelphia.

Mr. King stated that a claim has been submitted to the Equal Opportunity Council (EEOC) by a prior employee. The claim has been dismissed by the EEOC however has until November to file a lawsuit.

Ms. Gaylord updated that the pre-apprenticeship program at Manatee Technical College (MTC) has begun their second cohort with eight students. This cohort ran August 8th through September 29th.

Mr. King updated that he met with County Commissioners and will be meeting with Dr. hope regarding Manatee County Local Licensing. It is waiting on Dr. Hopes.

Mr. King stated that ELC Manatee was nominated for the Business & Education Partnership Award and named as a finalist in the Good Things Come in Big Packages, Too! Awards breakfast will be held October 7th and Parrish Community High.

Mr. King Updated the ELC's annual golf tournament will now be the Paul Sharff Memorial Golf Tournament and is sold out. Total revenue with sponsorships is at 55k and is on-target to make a record profit.

Items for Approval Consent Agenda

1. Emergency Succession Plan
2. Employee Handbook
3. Manatee Bylaws

Upon motion duly made by Ms. Christina Riggio Garraffa and seconded by Ms. Annette Larkin, the Board of Directors unanimously approved the items within the consent agenda.

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2021 – June 30, 2022

Upon motion duly made by Ms. Jennifer Passmore and seconded by Ms. Rachel Kendzior, the Board of Directors unanimously approved the Budget to Actual Report for July 1, 2021 - June 30, 2022.

2) Approval of Statement of Activities July 1, 2021 – June 30, 2022

Upon motion duly made by Dr. Carla McGill and seconded by Ms. Jennifer Passmore, the Board of Directors unanimously approved the Statement of activities for July 1, 2021 - June 30, 2022.

Approval of the Board of Directors Meeting Minutes of June 15, 2022

Upon motion duly made by Mr. Rob Bell and seconded by Mr. Andrew Minor, the Board of Directors unanimously approved the Board of Directors Meeting Minutes for June 15, 2022.

Old Business
None

New Business
Interim Chief Executive Officer

At 11:30, Mr. Mohammadbhoy asked the ELC staff to leave the Zoom call. Mr. Mohammadbhoy recapped the succession and executive committee meetings.

Upon motion duly made by Mr. Rob Bell and seconded by Mr. Tim Pye, the Board of Directors unanimously approved to offer the job of CEO of the ELC of Manatee County to Darrell King with a three-year contract to be negotiated by the Compensation Committee.

Discussion followed. Questions called. No public comments.

New business minutes submitted by Mr. Robert Bell.

Public Comments
There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting adjourned at 11:44.

Minutes prepared by:

Kerry Gaylord, Interim COO

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair