Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
June 15, 2022

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting on June 15, 2022, at 11:01 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present or Zoom
Dr. Rev. Robert Baker
Dr. Kristina DeWitt
Ms. Caroline Halfacre
Ms. Marjani Jones
Mr. Zack Kallis
Ms. Annette Larkin
Dr. Carla McGill
Ms. Jennifer Passmore
Ms. Karen Carpenter
Ms. Chantel Porte
Ms. Christina Riggio – Garraffa
Mr. Robert Bell
Mr. James Disbro
Mr. Adam Mohammadbhoy
Mr. Gary Scott
Ms. Kathy Patreka
Mr. Michael Rampino
Mr. Tim Pye

Committee Members Excused
Ms. Rachel Kendzior
Dr. Michael Mackie
Mr. Andrew Minor
Mr. Bryan Rench
Dr. Robin Thompson

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on June 15, 2022.

Welcome and Roll Call

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

Citizen Comments

There were no Citizen's comments.

Finance Committee Report

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

Ms. Holman reviewed the Budget to Actual from July 1, 2021, to March 31, 2022, and the Statement of Activities from July 1, 2021, to March 31, 2022. Ms. Holman reported that the audit would start soon. Ms. Holman stated that the preliminary budget for 22/23 will be updated to between $42 million and $45m. Ms. Holman reported that e 403(b) employee distribution would remain at a 5% employer contribution and, if approved by the entire BOD, would be around $115,000. Mr. King stated that he would use the additional admin money from the State to pay overtime to employees working extra on Friday afternoons and weekends. In their last meeting, Mr. Bell noted that the Executive Finance Committee approved these changes and updates.

Quality Committee Report

Interim Chief Executive Officer, Mr. Darrell King

Mr. King reported that ELC would pay providers more and lower parent copays with the additional funding, expending around another $1.8m and using up additional State allocation for School Readiness. Mr. King noted that there need to be more early education teachers and that while paying providers more was good, there was still a capacity issue due to workforce issues. Mr. King also discussed the significant increase in VPK funding from the state and how much more that will help our County. Mr. King reported that our CLASS scores are high and had been recognized by the Division of Early Learning (DEL).

Governance Committee Report

Chair, Ms. Christina Riggio-Garraffa

Ms. Riggio discussed updating the anti-fraud policies in place. Mr. King addressed a request to increase PTO rollover hours as people could not take a vacation during COVID, and their PTO hours were building up. He stated that the increase in rollover PTO hours was passed to carry over 250 hours for FT employees and 180 for PT. Mr. King discussed the relationship NextGen Magazine has had with PCI Communications over the years and how it has been a positive relationship and recommended that the contract with PCI Communications be extended for another three years. With the Communication Allowance Policy, Mr. King said this would change to paying for Leadership Team cell phones by pay period rather than quarterly. The Governance Committee unanimously approved this.

Interim Chief Executive Officer Report
Interim Chief Executive Officer, Mr. Darrell King
Interim Chief Operations Officer, Ms. Kerry Gaylord

Mr. King reported that with the rise in gas prices and overall costs affecting communities, it took much work for ELC staff to keep its PALS Program and Operation W.I.T. going due to instability in parent participation. Mr. King noted that PALS cost the ELC about $11,000 per family. Mr. King stated that the staff working on these programs would be allocated to other CEI programs or departments in the agency. Ms. Gaylord discussed the ELC's support of the Spot On the pilot program, which focuses on language and fine motor skills and would take place over the summer.

Mr. King reported that our ELC was in the top three coalitions to distribute the American Rescue Plan Act (ARPA) stabilization grants to Providers. Ms. Holman stated that we received $5 million of the $8.5 million upfront, which was being paid in installments. Mr. King reported that this money must be spent by June 30, 2024. Mr. King said that we are still the last CARES money to be finished by June 30, 2023, and retention bonuses are being paid out to childcare sites. Mr. King stated that over four hundred teachers applied, and over $150,000 checks were being paid out over the next four weeks. Mr. King also noted that all W9s and applications were processed by employees working tirelessly.

Mr. King mentioned that the MTC pre-apprenticeship pilot with PACE was hosting a graduation for five students on June 28, 2022, at MTC and that these students will immediately start jobs at local childcare centers beginning at $15 an hour. Mr. King stated that the next class starts in August, and they are hoping to have fifteen students. Ms. Riggio-Garraffa, who also sits on the Board for PACE, expressed excitement and appreciation for this new initiative from PACE.

Mr. King stated that he has met with County Commissioners and hopes to have local licensing in place by the end of the year and that after ELC had taken part in a Task Force to come up with a blueprint for the program, it was now with County staff who would be presenting to the Commissioners at an upcoming workshop. Mr. King thanked all the Board members for their support and attendance at the Stand for Children Luncheon on June 1st and reported that the Luncheon raised $70,000 and ELC had donated $25,000 from the proceeds to the Children's Guardian Fund.

Items for Approval Consent Agenda

1) Contracts – PCI approval for NextGen Magazine.
2) ELCMC Policy Updates.
3) Employee Handbook Change – PTO increase.
4) Provider Increase/parent co-pay decrease.

Upon motion duly made by Mr. Mohammadbhoy and seconded by Ms. Riggio, the Board of Directors unanimously approved the Consent Agenda. Mr. Disbro abstained due to a conflict of interest.

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2021 – March 31, 2022

Upon motion duly made by Ms. Riggio-Garraffa and seconded by Mr. Disbro, the Board of Directors unanimously approved the Budget to Actual Report.

2) Approval of Statements of Activities July 1, 2021 – March 31, 2022

Upon motion duly made by Ms. Passmore and seconded by Ms. Jones, the Board of Directors unanimously approved the Statements of Activities.

3) Approval of 403(b) FY 21/22 Employer Distribution

Upon motion duly made by Ms. Passmore and seconded by Ms. Jones, the Board of Directors unanimously approved the 403(b) FY 21/22 Employer Distribution. Mr. Disbro abstained.

4) Approval of Preliminary Budget FY 22/23 Board Approval

Upon motion duly made by Mr. Bell and seconded by Ms. Larkin, the Board of Directors unanimously approved the Preliminary Budget for FY 22/23.

Approval of Board Meeting Minutes of March 23, 2022

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio-Garraffa, the Executive and Finance Meeting Notes were unanimously approved.

Old Business

None

New Business

Mr. King stated that Mr. Doug Hall had emailed in his resignation letter from the Board of Directors due to personal reasons. Upon motion duly made by Mr. Bell and seconded by Mr. Kallis, the Board of Directors unanimously approved Mr. Hall's resignation.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting adjourned at 11:37.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair