Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
June 21st, 2023

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting in person and via Zoom on June 21st, 2023, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Adam Mohammadbhoy
Annette Larkin
Carla McGill
Gary Scott
James Disbro
Jennifer Passmore
Kristina DeWitt
Marjani Jones
Michael Mackie
Robert Bell
Sheila Halpin
Tim Pye

Committee Members Excused
Bryan Rench
Caroline Halfacre
Chantal Porte
Christina Riggio
Kathy Patreka
Rachel Kendzior
Zack Kallis

ELC Staff Present
Darrell King, CEO
Gabriela Macias, CFO
Kerry Gaylord, COO
Hilarie King, Board Liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors Meeting of June 21, 2023.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, BOD Chair, called the meeting to order at 11:00 a.m.
Mr. Darrell King 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' financial updates were as follows:

- The ELC is eight days away from closing fiscal year July 1, 2022 – June 30, 2023, and right on the mark regarding budget and projections.
- The Budget to Actual Report July 1, 2022 – March 31, 2023, expenditures are higher than average due to moving expenses, travel, staff training, and fundraising expenses. This is due to the timing of alternate fiscal years between the ELC, Manatee County Government, and DEL refunding ARPA dollars.
- Statements of Activities July 1, 2022 – March 31, 2023.
    - Direct Services:
        - Minimum: 78% - ELCMC 81.2%
    - Administration:
        - VPK maximum: 4% - ELCMC 3.99%
        - SR maximum: 5% - ELCMC 3.4%
- The Coalition's Preliminary Budget for FY 23/24 is approx $33 million.
- The 403 (b) FY 22/23 employer contribution will be approx $130,000. The Executive and Finance Committee approved the 403 (b) FY 22/23 employer contribution on June 7th,2023.

Contract Approvals and Policies

Ms. Kerry Gaylord, Chief Operations Officer

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

- Three printing proposals for the VPK calendars were reviewed. These companies include PCI, Solo Printing, and Fuse Box One. The winning bid was PCI Communications. PCI Communications is a local printing company. PCI has been an ELC vendor for nine years.
- Kidspot was the only proposal received and considered for the new Spot-On and Mobile Evaluation programs.
- Moss Krusick, for external Audit services, was the only proposal considered. Their firm has a long-standing working relationship with our coalition and reliable pricing.
- Per DEL, the Anti-Fraud Plan is submitted to the state annually for approval.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- The State did not approve the $15 minimum hourly pay for VPK teachers in the 23/24 budget. Although Providers were told a year ago the funding was a one-year agreement, 97% of our providers still participated. Next year's goal is to get that rate permanently mandated by the State, and ELC will look at using ARPA funding to continue to support the VPK teachers and aides.
- The remaining CRRSA dollars will be entirely distributed by June of 2023. ARPA stabilization grant dollars must also be distributed by June 30. The final $6.2 million ARPA payment will be allocated to our providers before the deadlines, taking our total ARPA grants awarded to Providers to around $20m in FY 22-23.
- As in previous years, the CSAB awarded funds for the Coalition's established programs. These are Childcare Subsidy & Match, CATCH, and Nemours. The CSAB did not award funding for the Coalition's newest program request, Every Child Counts.
- The local licensing proposal to the county has ceased and Mr. King will explore other avenues to get that back on the agenda.
- Recommended board members requiring board approval are as follows:
  1. Peggy Sammons (private sector)
  2. Elida Mujic (DCF designee)
  3. Misty Ritch (private sector)
  4. Rachel Kendzior, the Children with Disabilities Program Representative (term renewal)
     - The Coalition advertised the position for 30 days; no applications were submitted. Ms. Kendzior confirmed that she was excited to continue to serve another term.
- Due to Andrew Minor's resignation from the BOD, a Gubernatorial Appointee position has a vacancy that must be filled. Ms. Christina Riggio (private sector) has shown interest.
- Manatee County Elected Officials toured the ELC on June 8. The next tour will be on June 22. ELC tours will start again in the Fall of 2023.
- The Coalition applied for a grant and was awarded $50,000 from the Bishop Parker Foundation to help fund the new Spot-On initiative.
- 21 of the 30 coalitions in the state purchased '23/'24 bilingual VPK Calendars. It was the most calendars distributed to other coalitions to date. This was also the first year that 60,000 calendars were mailed directly. Next year's VPK enrollment is near 150,000 children; 90,000 VPK families will receive the Calendars created by the ELCMC.
- The Stand for Children Luncheon was held on June 1, 2023. Approximately 350 people attended. The Coalition raised roughly $40,000 to support the Spot-On Program and other agency programs. Foundation for Dreams, Dream Oaks Camp, ED Elena Cassella was the first recipient of the new annual "Paul Sharff Children's Champion Award." Next year's SFC event falls on a Saturday and will be in the evening.

- The Manatee County Chamber hosts the 43rd Small Business of the Year. The Coalition is a finalist in the "Non-Profit" category.

Items for Approval Non-Consent Agenda

1. **Budget to Actual Report July 1, 2022 – March 31, 2023.**

Upon a motion duly made by Mr. Scott and seconded by Mr. Pye, the board of directors unanimously approved the Budget to Actual Report for July 1, 2022 – March 31, 2023.

2. **Statements of Activities July 1, 2022 – March 31, 2023.**

Upon a motion duly made by Mr. Bell and seconded by Ms. Passmore, the board of directors unanimously approved the Statement of Activities for July 1, 2022 – March 31, 2023.

3. **Preliminary Budget FY 23/24.**

Upon a motion duly made by Mr. Scott and seconded by Ms. DeWitt, the board of directors unanimously approved the Preliminary Budget FY 23/24.

4. **403 (b) FY 22/23 employer distribution.**

Upon a motion duly made by Ms. Larkin and seconded by Ms. Passmore, the board of directors unanimously approved 403 (b) FY 22/23 employer distribution.
**Mr. Disbro abstained from the vote due to a conflict of interest.*

Items for Approval Consent Agenda

1. PCI contract approval for VPK calendars.
2. Kidspot contract approval for Spot On.
3. Moss Krusick contract approval for external Audit Services.
4. Anti-Fraud Plan.
5. Approval of new Board members – Peggy Sammons, Misty Ritch, Elida Mujic.
6. Approval of Rachel Kendzior as Children with Disabilities Program representative.

Upon a motion duly made by Mr. Scott and seconded by Ms. Passmore, the board of directors unanimously approved the items for approval on the Consent Agenda.

Approval of Board of Directors Meeting Minutes of March 22, 2023

Upon a motion duly made by Mr. Bell and seconded by Ms. Passmore, the board of directors unanimously approved the Board of Director Meeting Minutes of March 22, 2023.

Public Comments
There were no public comments.

Adjournment
There was no further business before the board of directors. The meeting adjourned at 11:35.

Minutes prepared by:

Hilarie King, Board of Directors Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair