Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
of
May 20, 2020

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting on May 20, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida, 34221.

Board Members Present

Adam Mohammadbhoy, Chair (Zoom)
Kathy Patreka (Zoom phone)
Joe Miller (Zoom)
Dr. Carla McGill (Zoom phone)
Michael Rampino (Zoom phone)
Len Tabicman (phone)
Maritza Gonzalez (phone)
Dr. Robin Thompson (Zoom phone)
James Disbro (Zoom)
Marjani Jones (Zoom phone)
Jennifer Passmore (phone)
Karen Carpenter (Zoom)
James Chatham (phone)
Christina Riggio (Zoom)
Annette Larkin (phone)
Rob Bell (Zoom)

Board Members Absent

Dr. April Fleming(excused)
Rachel Kendzior (excused)
Andrew Minor (excused)
Diane Neeves (excused)
Lupita Wells (excused)

ELC Staff Present

Paul Sharff (Zoom)
Karen Holman (Zoom)
Sharon Oakes(Zoom)
Hilarie King (Zoom)

These minutes are a summary of the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on May 20, 2020.

Welcome and Roll Call

Adam Mohammadbhoy, Chair, called the meeting to order at 11:03 am.
Paul Sharff conducted roll call and determined a quorum was present.

Citizen Comments

There were no Citizen comments.

Finance Committee, Ms. Karen Holman, Chief Financial Officer

Mrs. Holman went through July 1, 2019 – March 31, 2020, financial reports, which included the Budget and statement of activities. She then explained the inventory items that need the Board's approval to dispose of safely. These items were three large Smart-UPS 1500's purchased on 6/29/07, with a total value of $6,250.00. Even if the Coalition repaired them, they would serve no purpose in a productive environment. Mrs. Holman explained the FY 19/20 403(b) estimated amount of approval to be $102,000. There is approximately $6000 forfeiture in the Mass Mutual account, which will reduce the cost of that $102,000.

Upon a motion duly made by Christina Riggio and seconded by Joe Miller, the Finance Committee Reports were unanimously approved as presented.

Governance Committee, Ms. Christina Riggio, Governance Chair
Ms. Riggio discussed approval to extend the 2nd term and re-appoint Ms. Riggio and Mr. Rampino.

Mrs. Oakes, COO, went through updates and policy changes made to the Policy Handbook. New policies have been updated and added due to COVID-19. Mrs. Oakes asked that the committees increase spending limits in the financial policy needing approval due to the size of our agency.

Mr. Sharff asked to be able to raise the Provider Reimbursement Rate when funds become available, so our Coalition can capitalize on funds as the Governor approves and signs them.

Mrs. Oakes explained the new procurement process to the committee. Due to COVID-19, this is not easy and, Mrs. Oakes asks that we extend our PCI contract for Nextgen Magazine through 6/30/2021.

Chief Executive Officer's Report: Paul Sharff

Mr. Sharff explained to the committee that the state is allocating $110,000,000 to Coalitions to help providers and to help coalitions reduce waitlists. The ELC of Manatee is still working closely with our providers to ensure their school, staff, and students' safety.
Mr. Sharff gave an update on the Manatee County CSAB (Children's Services Advisory Board) Grant application status and expected annual funding.

Due to COVID-19 and school closures, Nextgen Family magazine will be mailed to families who regularly get it home in their students' backpack bi-monthly.

Mrs. Oakes gave an update on shared services. The ELC of Manatee County has suspended our shared services with the ELC of Sarasota County due to the pandemic. The plan is to resume when safe to do so after the pandemic.

Mr. Sharff explained that our ELC staff called approximately 200 families on the waitlist. A large number of our families are not working do to COVID-19 and therefore do not need childcare.
Mrs. Oakes gave an update on EFS Mod-Redob Debob.

Mr. Sharff gave a bus update stating that it will be the first mobile classroom in the state of Florida. A bus video and further updates to come.

Mr. Sharff reviewed the ELC's admin and salary adjustments to be current and competitive with comparable agencies in the Tampa Bay area. He explained a new position within our agency, "Deputy Director's." Mr. Sharff finished with employee work schedules and adjustments due to the impact of COVID-19

Mr. Sharff requested to increase the current annual PTO rollover from 140 hours to 180 hours due to staff being unable to use as much paid time off due to the restrictions of COVID-19.

Items for Approval Consent Agenda

1) Approval of all Policy Changes
2) Approval of Employee Handbook Changes
3) Approval to Dispose of old inventory
4) Approval for an increase of PTO rollover to 180 hours

Upon a motion duly made by Ms. Carpentar and seconded by Ms. McGill, the Consent Agenda items were unanimously approved as presented.

Items for Approval Non-Consent Agenda

1) Approval of 20/21 Budget

Upon a motion duly made by Ms. Riggio and seconded by Mr. Disbro, the Non-Consent Agenda item, approval of the 20/21 Budget as presented.

2) Approval of 403 B employee retirement distribution

Upon a motion duly made by Ms. Patreka and seconded by Ms. Riggio, the Non- Consent Agenda item, approval of the 403B Budget was unanimously approved as presented.

3) Approval of Provider rate increase

Upon a motion duly made by Mr. Miller and seconded by Ms. McGill, the Non- Consent Agenda item, approval of Provider rate increase was unanimously approved as presented.

Approval of Board of Directors Meeting Minutes of March 25, 2020

Upon motion duly made by Mr. Disbro and seconded by Ms. Gonzalez, the Minutes for the Board of Directors Meeting of March 25, 2020, was unanimously approved as presented.

Old Business
None

New Business
None

Public Comments
There were no comments from the public.

Adjournment

There being no further business to come before the Board, Mr. Adam Mohammabdhoy, Chair, moved to adjourn the ELC Board of Directors Meeting. The meeting adjourned at 11:42 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair