Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
of
September 16, 2020

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting on September 16, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida, 34221.

Board Members Present

Adam Mohammadbhoy, Chair (Zoom)
Kathy Patreka (Zoom phone)
Lupita Wells (Zoom phone)
Andrew Minor (Zoom)
Dr. Carla McGill (Zoom phone)
Michael Rampino (Zoom phone)
Christina Riggio (Zoom phone)
Maritza Gonzalez (Zoom)
Dr. Robin Thompson (Zoom)
James Disbro (Zoom)
Marjani Jones (Zoom phone)
Rachel Kendzior (Zoom phone)
Jennifer Passmore (Zoom)
Karen Carpenter (Zoom)
James Chatham (phone)
Rob Bell (Zoom)
Annette Larkin (Zoom phone)

Board Members Absent

Joe Miller (excused)
Diane Neeves (excused)
Len Tabicman (excused)
Dr. April Fleming(excused)

ELC Staff Present

Paul Sharff (Zoom)
Karen Holman (Zoom)
Marie O'Connell (Zoom)
Sharon Oakes(Zoom)
Hilarie King (Zoom)
Darrell King (Zoom)

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on September 16, 2020.

Welcome and Roll Call

Adam Mohammadbhoy, Chair, called the meeting to order at 11:06 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, Mr. Rob Bell, Finance Chairman

Ms. Holman informed the Board that she went into much detail at the Executive & Finance Committee last week. In summary, she explained that our budget shows a loss of $417,000. This is due to us waiting on cost reimbursements from OEL COVID dollars and CARES grant dollars. The SR and VPK percentages are high due to overspending. OEL is sending re-obligation dollars to bring those percentages down. We need all of the reimbursements to catch up with the expenditures. Ms. Holman told the Board that we are currently in the preliminary stages of our audit. She is expecting the reports from OEL sometime in October. Ms. Holman reported that the SR and VPK admin percentages are right on target. She finishes by letting the committee know that all of the other financials are in the Board's meeting packet. She is always available for any questions.

Mr. Bell informed the Board that Executive & Finance has gone through all of the financials and approved them last week. Next, he discussed the Compensation Review Committee, recommended that Mr. Paul Sharff, Chief Executive Officer, receive a 4% rise in his salary and a one-year extension to his contract.

Upon a motion duly made by Annette Larkin and seconded by Kathy Patreka, the Finance Committee Reports were unanimously approved as presented.

Chief Executive Officer's Report: Mr. Paul Sharff

Mr. Sharff reported that he does not have any news from Washington, DC. On a State level the plan is for all students to go back to all bricks and mortar schools as of January 1, 2021. They will no longer offer virtual school to students registered.

Ms. Oakes gave the Manatee County Report. She explained the new program operation W.I.T that was funded by a CSAB grant. The goal is to have it up and running by 2021, show the results, and receive funding in the years to come. Ms. Oakes moved onto explaining the CARES grant the ELC received for $914,000. These dollars will fund various COVID related issues and PPE. for our families, employees, and providers' safety. Some of the grants will also help with childcare funding for currently enrolled families. The next grant is for Hand Sanitizing Stations at every VPK provider. Mr. Sharff tells the Board about Mr. Bill Ammons and his credentials. Mr. Ammons will contract with us to make sure that our Coalition follows all of the required guidelines.

Mr. King told the Board that the Back to School Issue of NextGen Magazine did go out into the backpacks. He informed the Board about a new software program to digitally enhance NextGen Magazine. NextGen is launching a new website in 2021 to tie in with the new digital NextGen Magazine. The Golf Tournament is to at IMG on November 13 and has had a great response. We will take every safety measure and course direction to have a successful and safe event.

Ms. Oakes gave a Shared Services update. She told the Board about our new Live Scan fingerprinting machine. COVID has closed many Live Scan facilities making it challenging to get fingerprinted. By the Coalition purchasing a Live Scan, we are to help other Coalitions and United Way Volunteers. United Way is paying these fingerprints with their CARES grant. The new W.I.T. program is under the From Cradle to College Foundation (FCTCF). ELC will contract with the FCTCF to manage the W.I.T. program.

Mr. Sharff informed the Board about other awarded CARES grant funds to purchase a new bus. We will be using part of that funding to go out into underprivileged areas throughout Manatee County and distribute food and books.

Mr. Sharff explained how the Foundation is supporting the Coalition. Last year the FCTCF and PEARLS gave the ELC approximately $55,000 in direct support.

Mr. Sharff explained how the CARES Grant cost reimbursement works.

Ms. Oakes gave an OEL Policy update. After a hold up of the approved Board Policies. OEL's only inquiries were, how will we manage purchases orders less than $1,000. The Finance team gave OEL a detailed breakdown of our purchasing process.

Mr. Sharff proposed the 2021 Board and Committee Meeting Schedule and the 2021 employee holiday schedule.

Mr. Sharff updated the Board about a new item to be added to the agenda. Previously discussed, the ELC has received CARES Grant dollars to purchase Hand Sanitation Stations. Mr. Sharff asked the Board's approval to purchase the stations from one of our Board Members, Mr. Joe Miller, and his playground equipment company. After pricing out several other companies that sell Playground hand sanitation machines, Mr. Miller's prices came in the lowest. ***NOTE:*** *Mr. Miller is not in attendance for today's Board meeting.* ***NOTE:*** *Mr. Miller signed a Conflict of Interest Disclosure Statement. This document will be in the September 16, 2020 Board meeting minute notes.* Under the Consent Agenda, Mr. Sharff also asks the Board to approve the expenditure of $25,000 CARES COVID dollars to purchase the Hand Sanitizing Stations.

Mr. Sharff explained to the Board that there is a sizable amount of work on employees with these CARES Grants' size. CARES grant work cannot during ELC hours. Mr. Sharff asked the Board to approve him to pay employees overtime for this extra work and the approval to give bonuses for COVID grant duties.

Items for Approval Consent Agenda

1) 2021 Board & Committee Meeting Schedule
2) 2021 Holiday Schedule
3) Approval for a $25,000 expenditure and the disclaimer of Mr. Joe Miller

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

Items for Approval Non-Consent Agenda

1) Approval of FY 20/21 Budget

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

2) Approval C.E.O. Compensation Recommendation

Upon a motion duly made by Ms. Carpenter and seconded by Ms. Thompson, the Non-Consent Agenda item, the C.E.O. Compensation recommendations were approved unanimously as presented.

3) Approval for Executive Committee to Approve COVID Expenditures Above ELC Fiscal Limits and

Upon a motion duly made by Ms. Passmore and seconded by Ms. Carpenter, the Non-Consent Agenda item, the approval for the Executive Committee to Approve COVID Expenditures Above E.L.C. Fiscal Limits in an email was unanimously approved as presented.

4) Approval for C.E.O. to Compensate Staff at Overtime Rate or Bonus's for COVID Grant Duties

Upon a motion duly made by Ms. Passmore and seconded by Ms. Larkin, the Non-Consent Agenda item, the Approval for C.E.O. to Compensate Staff at Overtime Rate or Bonus's for COVID Grant Duties was unanimously approved as presented.

Approval of Board of Directors Meeting Minutes of May 16, 2020

Upon motion duly made by Mr. Disbro and seconded by Mr. Minor, the Minutes for the Board of Directors Meeting of May 16, 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 Mohammadbhoy, Chair, moved to adjourn the ELC Board of Directors Meeting. The meeting adjourned at 12:14 pm.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair