Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
of
March 25, 2020

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting on March 25, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida, 34221.

Board Members Present

Adam Mohammadbhoy, Chair (phone)
Dr. April Fleming (phone)
Kathy Patreka (phone)
Joe Miller (phone)
Dr. Carla McGill (phone)
Andrew Minor (phone)
Michael Rampino (phone)
James Chatham (phone)
Len Tabicman (phone)
Maritza Gonzalez (phone)
Dr. Robin Thompson (phone)
James Disbro (phone)
Karen Carpentar (phone)
Marjani Jones (phone)
Jennifer Passmore (phone)
Rachel Kendzior (phone)
Karen Carpenter (phone)
Diane Neeves (phone)
Lupita Wells (phone)
Christina Riggio (phone)
Annette Larkin (phone)

Board Members Absent

Rob Bell (excused)

ELC Staff Present

Paul Sharff
Karen Holman
Darrell King
Sharon Oakes
Hilarie King
All of ELC staff (phone)

These minutes are a summary of the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on March 25, 2020.

Welcome and Roll Call

Adam Mohammadbhoy, Chair, called the meeting to order at 11:01 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

Ms. Holman stated that our percentages look good in the report ran through December. We have a little bit of work to do to get our Direct Services up to 78%; we are currently at 77%. Admin percentages are under the minimum we need to stay. Ms. Holman says that if you look at the numbers, it seems like we have a loss. That is mostly due to our different fiscal year with Manatee County Grant and other grants.
Mr. Joe Miller gave the Audit Report. He states that there were no findings, and it was an excellent report. Mr. Miller explained the difference between restricted and no restricted donations. Mr. Miller finished by letting everyone know that all ELC leases will go on the balance sheets starting December 15, 2020. According to Florida Statute, the ELC must reconcile our payments with the state monthly. With MOD not functioning correctly, the Reimbursement Team came up with a contingency plan to do our calculations all year. They were almost spot on with OELs calculations, and this helped our Auditors tremendously.

Upon a motion duly made by Jennifer Passmore and seconded by Dr. Sharon Ottis, the Finance Committee Reports were unanimously approved as presented.

Governance Committee, Ms. Christina Riggio, Governance Chair
Ms. Riggio stated that they had extended Mr. Tabicman's term for another four years.

Chief Executive Officer's Report, Mr. Paul Sharff
Mr. Sharff begins by stating that he is going to go off the set agenda. Mr. Sharff discussed that the State and Federal Government is giving many directions and flexibility on how we carry out social distancing in our organization and funding of childcare. He explains the new hours and new work environment for the Coalition moving forward during this crisis. He describes how our staff is working closely with our Providers about closures and what they need to stay open. We will make sure that all providers receive any necessary items to remain open. Mr. Sharff moves on to the happenings at the school board and working closely with the Super Intendant. Just as the school district moves to virtual schooling, so will our ELC Programs. Mr. Sharff moves onto County concerns about childcare for first responders due to school closing. We are working on a plan to support them with children five years and up not being at school.
Nextgen Magazine will also be going in a different direction due to school closings. The April/May issue will be mailed out to all K through 5th-grade residencies. The plan moving forward for Nextgen Magazine will be discussed further in our May 23 Board meeting. We will be asking the CSAB to support the From Cradle to College Foundation to put our busses out into the community on the weekends. Our School Readiness will receive extra funding due to COVID 19. The exact amount is currently unknown, Mr. Sharff informed the Board that our Coalition is now only at 3.6% Admin. ELC purchased a comprehensive salary comparison software to allow the agency to bring salaries in line with averages in the Tampa Bay area. Staff job descriptions are inputted into the software formula to recommend salary increases or decreases. These changes to employee salaries would become effective on April 1, 2020.

Items for Approval Consent Agenda
1. Extending Len Tabicman's four-year term
2. Approval for CEO to implement the COOP plan

Upon motion duly made by Dr. Sharon Otis and seconded by Christina Riggio, the Consent Agenda unanimously approved as presented.

Items for Approval Non-Consent Agenda
None

Approval of Board of Directors Meeting Minutes of December 11, 2019.

Upon motion duly made by Dr. Sharon Otis and seconded by Mr. Joe Miller, the Minutes for the Board of Directors Meeting of December 19, 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 11:34 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair