Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
November 20, 2024

*The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting **via Zoom** on November 20, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present
Adam Mohammadbhoy
Christina Riggio
Gary Scott
Jennifer Passmore
Rachel Kendzior
Robert Bell
Tim Pye

Committee Members Excused
Bryan Rench
Leslie Wells

ELC Staff Present
Darrell King, CEO
Gabriela Macias, CFO
Hilarie King, BOD liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on November 20, 2024.

Welcome and Roll Call
Mr. Adam Mohammadbhoy, the Chair
Mr. Darrell King, the CEO, conducted a roll call, confirming a quorum, and called the meeting to order at 11:02.

Citizen Comments
There were no citizen comments.

Financial Committee Report
Mr. Robert Bell, Chair
Ms. Gabriela Macias, Chief Financial Officer
Ms. Macias's financial updates were as follows:

- Budget to Actual Report July 1, 2024 – September 30, 2024.
    - The budget-to-actual report for the first quarter is on track, showing a strong alignment between projected and actual figures.
- Statements of Activities July 1, 2024 – September 30, 2024.
    - SR Direct Services:
        - Required 78% - ELCMC 82.4%.

- Administration:
  - VPK required: 5% - ELCMC 5.053%.
  - SR required: 5% - ELCMC 4.8 %.

Governance Committee Report
Ms. Christina Riggio, Chair
Mr. Darrell King, Chief Executive Officer
Policies Updates
Mr. King provided the following policy updates:

- **Mini-Grant Policy.**
  - The Mini-Grant Policy has been updated for clarity and effectiveness, ensuring it aligns with DEL standards.
- **Confidentiality of Records and Data Policy.**
  - Additional safeguards, as recommended by DEL, have been put in place to strengthen security.
- **Procurement Policy.**
  - Additional language has been added to meet DEL requirements, including:
    - Clarified the separation of contract and fiscal management responsibilities.
    - Updated purchasing thresholds.
    - Broadened procurement methods, distinguishing between small, competitive, and non-competitive purchases.
    - Attachment 'A' containing the Vendor and Contract Disclosure has been added.
- **Fiscal Policy.**
  - Clarification has been given on the use of Purchase Orders.
- **Disbursement Policy.**
  - Additional references to state memos and statutes, along with more detailed information on prohibited costs, have been incorporated.

Board Updates
Mr. King provided the following board updates:

- **Faith Based Provider Representative.**
  - Ms. Marjani Jones previously held the role of Faith-Based Provider Representative. However, she has accepted a new position outside of Manatee County and is no longer able to meet the DEL requirements. Reverend Webster from Bible Baptist Church of Palmetto has applied for the position, and the Coalition recommends the board's approval.
- **Second Terms.**
  - The following board members' terms have ended: Gary Scott, Zack Kallis, Michael Mackie, and Bryan Rench. The Coalition recommends the board's approval for another term.
- **Board Engagement.**
  - The Coalition will be rescheduling our Board Engagement Event to mid-February in light of the recent hurricanes.
- **Board meeting schedule for 2025.**
  - Revised for 2025 and consistent with previous years.

Contracts Report

Mr. King, CEO, provided the following contracts report:

- The pilot program, Age of Learning's My Math Academy, currently includes 10 providers. It was very well received, generating excitement among participants. To expand services to additional centers and provide more licenses for children, Coalition requests the Board to raise the current contract amount from $65,000 to $100,000.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

- **Hurricane Response.**
  - A total of $106,000 in ELC Quality Grants was distributed to providers.
  - A total of $85,000 from Save the Children will be allocated to providers for structural rebuilding and to address other sustained losses.
  - The Florida Chamber Foundation awarded the Coalition $15,000 to support centers affected by the hurricane.
  - $76,000 in Lakeshore Learning vouchers will be distributed to providers to replace lost educational equipment and essential learning tools.
  - Mr. King praised the Coalition's exceptional staff and teamwork, highlighting that the ELC of Manatee was the first to reopen and did so more quickly than any other coalition impacted by the hurricane.
- **State Funding.**
  - Currently, $1.1 million in additional SR funding is tied up in legislation. The Coalition is operating with the current funds provided by the State. The Coalition's waitlist remains one of the lowest at 207 children.
- **County Funding/Programs.**
  - As of October 1, the ELC has been allocated $3.7 million in county funds for four prorgams, which will positively impact over 1,000 children across Manatee County.
- **ARPA initiatives.**
  - The Coalition collaborates closely with Providers to gather data on ARPA-approved initiatives, ensuring that these insights will inform and shape future investment decisions. Future updates are to come.
- **Nextgen Magazine.**
  - Nextgen Magazine has experienced a decline in print advertising revenue. Recent adjustments to its quarterly production schedule and VPK calendar revenue have helped offset costs. Despite these challenges, Nextgen Magazine plays a vital role for the Coalition and the community.
- **Manatee Childcare Alliance Update.**
  - The MCA is actively engaging with Representative Greg Steube and Congressman Buchanan to secure possible Federal grant support that will advance the alliance's initiatives
- **Transition to Kindergarten Breakfast 12.7.24.**
  - The Transition to Kindergarten Breakfast is heading towards being another successful event, uniting over 100 pre-K and kindergarten teachers for a collaborative and insightful gathering.
- **The 13th Annual Golf Tournament.**
  - The 13th Annual Tournament is on track to generate top line of $85,000, a successful outcome made possible by the dedicated support of Senator Boyd and State Representative Robinson.

- **Stand for Children Gala 5.31.25.**
    - The event will take place at IMG Academy Golf Club, with additional updates to follow. Last year's event raised nearly funds to support the Coalition's additional programs and initiatives.
- **Manatee Chamber Award Nomination.**
    - The ELC was proud to receive the prestigious 2024 Nonprofit of the Year Award from Manatee County Chamber of Commerce.

Items for Approval Consent Agenda

1. Mini-Grant Policy.
2. Confidentiality of Records and Data Policy.
3. Procurement Policy.
4. Fiscal Policy
5. Disbursement Policy.
6. Second Terms – G. Scott, Z. Kallis, M. Mackie, B. Rench
7. Board Meeting Schedule 2025.
8. Age of Learning – My Math Academy – Contract Amendment

Upon a motion, made by Ms. Passmore and seconded by Ms. Riggio, the Executive and Finance Committee unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Budget to Actual Report July 1, 2024 – September 30, 2024.

Upon a motion duly made by Mr. Scott and seconded by Ms. Passmore, the Executive and Finance Committee unanimously approved the Budget to Actual Report July 1, 2024 – September 30, 2024.

- Statement of Activities July 1, 2023 – September 30, 2024.

Upon a motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Board of Directors unanimously approved the Statement of Activities July 1, 2023 – September 30, 2024.

Approval of the Executive and Finance Committee Meeting Minutes of September 4, 2024

Upon a motion made by Ms. Passmore and seconded by Ms. Riggio, the Executive and Finance Committee, unanimously approved the minutes of the September 4, 2024, meeting.

Old Business
None
New Business
Faith-Based Provider –Reverand S. Webster
Public Comments
There were no public comments.

Adjournment
There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:35.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair