**Early Learning Coalition of Manatee County, Inc.**
**Executive Committee & Finance Committee Meeting**
**of**
**March 18, 2020**

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on March 18, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

**Board members Present for Finance Committee:**
Diane Neeves (phone)
Andrew Minor (phone)
Christina Riggio (phone)

**Board Members present for Executive Committee:**
Adam Mohammadbhoy, Chair (phone)
Jennifer Passmore (phone)
Joe Miller (phone)
Rachel Kendzior (phone)

**Board Members Absent for Finance Committee:**
Rob Bell (excused)
Michael Rampino (excused)

**Board Members Absent for Executive Committee:**
Dr. Robin Thompson (excused)
Robert Bell (excused)

**ELC Staff Present:**
Paul Sharff, Chief Executive Officer
Sharon Oakes, Chief Operations Officer
Karen Holman, Chief Financial Officer
Hilarie King, Executive Support & Board Liaison
Darrell King, Director of Communications

**ELC Staff (phone)**

*These minutes are a summary of the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of March 18, 2020.*

**Welcome and Roll Call**

Mr. Mohammadbhoy, Chair, called the meeting to order at 11:01 am.
Mr. Sharff conducted roll call and determined a quorum was present for both committee meetings.

**Citizen Comments**
None

**Finance Committee, Karen Holman, Chief Financial Officer (Proxy for Rob Bell, Chair)**

Mrs. Holman stated that the finance report is halfway through the year and right at our halfway waypoint with percentages. Under "*Other Income,*" which is currently at $146,216, VPK calendars sales make up approximately $102,000 of that total. The ELC also bill The From Cradle to College Foundation for the work Marie O'Connell does for the foundation. Mrs. Holman pointed out that the ELC Private Donations are at 475% (approximately $24,000) from fundraisers such as the golf tournament but not yet transferred to The From Cradle to College Foundation.

**Audit Committee, Joe Miller, Chair**

Mr. Miller reported that there were no audit impact findings. Mr. Miller stated that beginning December 15, 2020, our lease must go on our balance sheets Government-mandated. Mr. Miller discussed the difficulty with the EFS Modernization Project and complimented the ELC staff for a temporary contingency plan tracking payment manually and staying in compliance with the State. Our Coalition was the first Coalition in the State to complete its Audit.

Mr. Miller stated that there are going to be new Donor restriction terms. With two new columns, a column for donation with restrictions, and a column for contributions without limits.

***Upon a motion duly made by Mr. Minor and seconded by Ms. Neeves, the Finance Committee and Audit Reports were unanimously accepted as presented.***

**Governance Committee, Christina Riggio, Chair**

Mr. Sharff stated that Ms. Riggio did not have a Governance Committee meeting this week. Mr. Sharff informed the Committee that Dr.Otis would like to spend more time with her family and will not be renewing her term. Mr. Sharff's recommendation in the Consent Agenda is that the Committee vote in favor of Mr. Tabicman renewing his time on the Board for another four years. Mr. Sharff thanked Ms. Riggio for understanding that during this unprecedented period (COVID 19), there currently were no urgent policies. The Governance meeting will be before the next Executive Committee & Finance Committee Meeting on May 13, 2020.

**Chief Executive Officer's Report, Paul Sharff**

Mr. Sharff went off-script due to the developing COVID 19 crisis. Washington, DC, has sent down new guidelines that would give childcare providers and OEL a wide-ranging of managing situations during this crisis. Typically, childcare providers follow the School District's calendar. Many of them close during Spring Break. With the schools not going back this semester, the situation has changed. 10 Childcare Providers have seized operations. Parents depend on them to go to work. The ELC is working in different ways to stop these closures from happening.

Mrs. Oakes updated the to-date situation. ELC staff are calling each childcare provider to ask if they will close or remain open. What can the ELC do in assisting childcare providers to stay open? Mrs. Oakes told the Board that Mr. Sharff called two of our largest providers with plans to close and was able to talk them into staying open. Our first responders need to have childcare. Mr. Sharff will keep in close contact with other providers. The ELC is working with parents that might have to transfer their children to another center due to Providers closing.

Mrs. Oakes stated that we are in constant contact with OEL, Manatee Department of Health, and Emergency Management Office to help our providers stay open and making sure our families have good childcare. The ELC is working on plans to feed and distribute books to children due to school closings in conjunction with the School District of Manatee County and Feeding Tampa Bay.

Mr. Sharff explained that many of the coalitions around the State are working remotely. We will be working four ten-hour days. On the topic of staff, Mr. Sharff said that our Coalition is currently 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.

***Upon a motion duly made by Mr. Mohammadbhoy and seconded by Ms. Kendzior, the Consent Agenda to extend Len Tabicman term and unanimously accepted as presented.***

**Old Business**

None

**New Business**

Mr. Sharff asked for Board approval to allow the CEO to implement the COOP (Continuation of Operations) plan if, in his opinion, in the future.

***Upon a motion duly made by Mr. Mohammadbhoy and seconded by Ms. Kendzior, a request that Mr. Sharff can implement the COOP plan was unanimously accepted as presented.***

**Public Comments**

None

***Upon a motion duly made by Mr. Mohammadbhoy and seconded by Ms. Kendzior, the Minutes for the Board of Directors Meeting on December 14, 2020, were unanimously accepted as presented.***

**Adjournment**

**There being no further business to come before the Executive & Finance Committee, Mr. Mohammadbhoy motioned to adjourn the meeting and seconded by Ms. Kendzior,**
**The meeting adjourned at 11:46 am.**

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair