Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
of
May 13, 2020

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on May 13, 2020, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Board members Present for Finance Committee:
Diane Neeves (phone)
Andrew Minor (Zoom)
Michael Rampino (Zoom)
Rob Bell (Zoom)

Board Members present for Executive Committee:
Christina Riggio (Zoom)
Jennifer Passmore (Zoom)
Joe Miller (Zoom)
Rob Bell (Zoom)

Board Members Absent for Finance Committee:
Rachel Kendzior (excused)

Board Members Absent for Executive Committee:
Adam Mohammadbhoy, Chair (excused)
Rachel Kendzior (excused)

ELC Staff Present:
Paul Sharff, Chief Executive Officer (Zoom)
Sharon Oakes, Chief Operations Officer (Zoom)
Karen Holman, Chief Financial Officer (Zoom)
Hilarie King, Executive Support & Board Liaison (Zoom)

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 May 13, 2020.

Welcome and Roll Call

Mrs. Passmore, the Vice-Chairwoman, called the meeting to order at 11:02 am.
Mr. Sharff conducted roll call and determined a quorum was present for both committee meetings.

Citizen Comments
None

Finance Committee: Mrs. Karen Holman, Chief Financial Officer (Proxy for Rob Bell, Chair)

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. 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 motion duly made by Ms. Neeves and seconded by Mr. Minor, the Finance Committee information was unanimously accepted as presented.

Governance Committee: Ms. Christina Riggio, 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 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
1) Approval of Employee Handbook Changes
2) Approval for Disposal of old Inventory
3) Approval for an increase of PTO rollover to 180 hours
4) Approval of extension of Board Members: Christina Riggio and Michael Rampino
5) Approval of PCI contract renewal.

Items for Approval Non-Consent Agenda

1) Approval of 2020-2021 Budget
2) Approval of 403 B employee retirement distribution
3) Approval of Provider rate increase

Upon a motion duly made by Ms. Christina Riggio and seconded by Mr. Andrew Minor, the Minutes for the Board of Directors Meeting on March 18, 2020, were unanimously accepted as presented.

Adjournment

There being no further business to come before the Executive & Finance Committee, Mrs. Diana Neeves motioned to adjourn the meeting and seconded by Mr. Andrew Minor. The meeting adjourned at 11:51 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair