Early Learning Coalition of Manatee County, Inc.
Executive and Finance Meeting
Of
May 31, 2022

The Early Learning Coalition of Manatee County, Inc. held an Executive and Finance Meeting on May 31, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Ms. Jennifer Passmore
Ms. Christina Riggio-Garraffa
Mr. Robert Bell
Mr. Adam Mohammadbhoy
Mr. Andrew Minor
Mr. Tim Pye

Committee Members Excused
Ms. Karen Carpenter
Mr. Bryan Wrench
Dr. Robin Thompson
Ms. Rachel Kendzior

ELC Executive Staff Present
Mr. Darrell King
Ms. Karen Holman
Ms. Kerry Gaylord
Ms. Hilarie King
Ms. Gabriella Macias

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive and Finance meeting on May 31, 2022.

Welcome and Roll Call
Mr. Robert Bell, Finance Chair, called the meeting to order at 11:03 am.
Mr. Darrell King, the Interim CEO, conducted a roll call and determined that a quorum was present.

Citizen Comments
There were no Citizen's Comments

Finance Committee Report
Mr. Robert Bell, Finance Chair
Chief Financial Officer, Ms. Karen Holman

Ms. Holman gave a Budget to Actual Report for July 1. 2021 – March 31, 2022. Ms. Holman stated that the BBA admin cost was 77.9% on target. Ms. Holman also gave a Statement of Activities from July 1, 2021 – to March 31, 2022. Ms. Holman stated that the School Readiness percentages are right on target. The coalition's budget is currently $32m, and the preliminary budget for 2022/2023 will increase significantly. Mr. King informed the committee that based on state projections, the coalition's budget for 2022/2023 would be approximately $40m. Mr. King told the committee he would have an update at the next meeting once the Governor signed the State budget. Ms. Holman stated that the 403(b) FY 21/22 employee distribution, if approved by the Board, would be $115,000, which was in the budget.

Quality Committee

Dr. Robin Thompson, Quality Chair

Mr. King stated that the provider rate increases for 22/23 would amount to $1.3m. A decrease in parent co-pay fees would also expend a further $500,000, meaning a total increase of $1.8m next year, which would help spend out the increased State allocation of SR monies.

Mr. King gave an update on the increase in VPK funding from the State and how much more that will help our county. Each child would now be allocated $3300 for VPK, an increase of over $900.

Mr. King reported that the ELC of Manatee County was in the top ten in four out of 6 CLASS score categories that had earned plaudits from the State for our performance.

Governance Committee Report

Ms. Christina Riggio-Garraffa, Governance Chair

Interim Chief Executive Officer, Mr. Darrell King

Mr. King reported that the Executive and Finance Committee had received a link to all policies updated on the meeting agenda. Mr. King stated that the updates were basic housekeeping.

Mr. King reported that the Governance Committee had approved an increase in annual PTO rollover from 180 hours to 250, which would be in line with other Coalitions and help staff that has accrued over the allotted rollover due to being unable to use PTO during COVID.

Mr. King requested that NextGen Magazine renew its contract with PCI Communications, which had been chosen after an RFP process.

Interim Chief Executive Officer Report

Interim Chief Executive Officer, Mr. Darrell King

Interim Chief Operations Officer, Ms. Kerry Gaylord

Mr. King informed the committee that ELC had been approved for over $2.5m in Manatee County grants by the Children's Services Advisory Board for the Childcare Subsidy and Match program, Nemours, and CATCH. This funding would come into play on October 1st, and ELC again scored very highly in the CSAB grant approval process. Mr. King gave an overview of the agency's multiple Community Engagement programs, two of which would not continue in the new FY. Mr. King stated that due to the current state of the economy, enrollment and family participation in the PALS and Operation W.I.T programs was complicated, and a comprehensive review had found it would be better not to continue them and use resources elsewhere. ELC had informed The From Cradle to College Foundation that we would end our shared services agreement with them

for W.I.T. on June 30. The Coalition would instead focus on innovative programs and curriculums in line with the State's Transition to Kindergarten mission.
Ms. Gaylord explained the background of the new Spot-On Pilot, which would run over the summer from June 13 to July 18, focusing on children with language, behavioral and developmental challenges.
Mr. King reported that $7.3m had now been approved in the ARPA Stabilization Grant for Providers, and this would be paid out in installments over the coming months.
Mr. King gave an update on how well the five PACE girls were doing in our Workforce Initiative Pre-Apprenticeship Program at Manatee Technical College and explained that they would be starting new jobs at ELC Providers this summer. Ms. Riggio-Garraffa thanked the Coalition's dedication to the new program.
Mr. King stated that the decision on Local Licensing was in the hands of the Manatee County Commissioners, who were waiting on a workshop presentation from County staff. Mr. King stated that he, Ms. Gaylord, and board member Annette Larkin had attended two task force meetings to explore the plan for Local Licensing and had done all they could to make it happen.
Mr. King reminded the committee that the Inaugural Stand for Children Day luncheon was tomorrow and thanked Board members who had bought tables and sponsorships.

Items for Approval Consent Agenda

1) *Contracts-PCI*
2) *ELMC Policy Updates*
3) *Employee Handbook Update- PTO*
4) *Provider Increase/parent co-pay decrease.*

Upon motion duly made by Mr. Rob Bell and seconded by Mr. Andrew Minor, the Executive and Finance Committee unanimously approved the Consent Agenda.

Items for Approval Non-Consent Agenda

1) *Approval of Budget to Actual Report July 1, 2021 – March 31, 2022.*

Upon motion duly made by Ms. Christina Riggio-Garraffa and seconded by Mr. Rob Bell, the Executive and Finance Committee unanimously approved the Budget to Actual Report from July 1, 2021 - March 31, 2022.

2) *Approval Statement of Activities July 1, 2021 – March 31, 2022.*

Upon motion duly made by Ms. Jennifer Passmore and seconded by Ms. Christina Riggio-Garraffa, the Executive and Finance Committee unanimously approved the Statement of Activities from July 1, 2021 – March 31, 2021.

3) *Approval of 403(b) FY 21/22 employer distribution.*

Upon motion duly made by Mr. Andrew Minor and seconded by Ms. Christina Riggio-Garraffa, the Executive and Finance Committee unanimously approved the 403(b) FY 21/22 employer distribution.

4) *Approval of Preliminary Budget FY 22/23.*

Upon motion duly made by Ms. Jennifer Passmore and seconded by Mr. Rob Bell, the Executive and Finance Committee unanimously approved the Preliminary Budget FY 22/23.

Approval of the Executive and Finance Committee Minutes of March 9, 2022

Upon motion duly made by Mr. Rob Bell and seconded by Mr. Andrew Minor, the Executive and Finance Committee unanimously approved the Executive and Finance Meeting Minutes for March 9, 2022.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

There was no further business before the May 31, 2022, Executive and Finance Committee. The meeting adjourned at 11:39.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair