Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
Of
September 7, 2022

The Early Learning Coalition of Manatee County, Inc. held an Executive Committee & Finance Committee Meeting via Zoom on September 7, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present
Mr. Adam Mohammadbhoy
Ms. Jennifer Passmore
Ms. Rachel Kendzior
Mr. Robert Bell
Mr. Tim Pye
Ms. Karen Carpenter
Dr. Robin Thompson
Mr. Andy Minor

Committee Members Excused
Ms. Christina Riggio Garraffa
Mr. Brian Wrench

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting held on September 7, 2022.

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

Citizen Comments
There were no Citizens' Comments

Finance Committee Report
Mr. Robert Bell, Finance Chair
Chief Financial Officer, Ms. Karen Holman
Ms. Holman recounted the Budget to Actual from July 1, 2021, to June 30, 2022, and the Statement of Activities from July 1, 2021, to June 30, 2022. Ms. Holman stated that the private

donations were higher than anticipated from the donations received from the Stand for Children Luncheon and will increase the budgeted amount for next year.
Ms. Holman stated that the invoicing for the Division of Early Learning is over two fiscal years as we have been instructed to invoice CARES money spent in June 2022 to our next year's grant funding.

Governance Committee Report
Interim Chief Executive Officer, Mr. Darrell King
Interim Chief Operations Officer, Ms. Kerry Gaylord
Mr. King stated that the Emergency Succession plan is a necessity, has been updated, and is in place.
Ms. Gaylord stated that the Employee Handbook has been updated to include an operation of vehicle section to include safety guidelines and requirements of staff to maintain a valid driver's license and vehicle insurance as well requirements to report and lapse of these or accidents/incidents while driving on company time. The employee handbook has been updated to reduce the probation period from 90-days to 60-days to align with insurance starting.
Ms. Gaylord stated that the bylaws Article II Membership Section 3.2 has been updated to align with Statue 1002.83(4) regarding governor appointed and legislatively designated board membership.
Mr. King stated that the Governance committee approved the Board of Directors and Committee meeting schedule and the meeting schedule is comparable to last year's schedule.
Mr. King stated that the Governance Committee approved the ELC Employee Holiday Schedule and remains the same as the previous year's holidays.

Chief Executive Officer Report
Interim Chief Executive Officer, Mr. Darrell King
Interim Chief Operations Officer, Ms. Kerry Gaylord
Mr. King stated that the Division of Early Learning has shared the Notice of Award for ELC Manatee with a total amount of $34 million for fiscal year 2022-2023. $8 million is allocated to ARPA with the majority of the APRA funding allocated to provider stabilization grants. There has been an increase in the base grant award amount for provider stabilization grants.
Mr. King stated that the ELC budget is double that of last year and is approximately $41 million.
Mr. King updated that the Manatee County grants will be finalized and signed soon and that we will receive $2.5 million and should receive an additional 7% increase in funding as recommended by the CSAB. This is pending approval by the Manatee County Commissioners.
Mr. King stated that there is an ongoing legal issue with an employee that has since been terminated. The employee was involved in a vehicle accident while on company causing injury to the parties in the other vehicle. The other parties have retained legal counsel and are pursuing a $3 million claim, $2 million from Philadelphia Insurance and $1 million from the ELC. The ELC has been provided legal counsel by Philadelphia Insurance.
Mr. King stated that a claim has been submitted to the Equal Opportunity Council (EEOC) regarding potential discrimination and harassment of a prior employee. The claim has been dismissed by the EEOC however has 90-days from claim dismissal to file a lawsuit.

Ms. Gaylord updated that the pre-apprenticeship program at Manatee Technical College (MTC) has begun their second cohort with eight students. This cohort will run August 8th through September 29th.
Mr. King updated that local licensing waiting for decision to be made by Manatee County Commissioners.
Mr. Mohammadbhoy suggested that the Board submit letters to the Manatee County Commissioners regarding the local licensing initiative.
Mr. King Updated the ELC's annual golf tournament will now be the Paul Sharff Memorial Golf Tournament and currently raised $41k in sponsorships and secured 23 teams for the tournament. The projection is to make $60k this year which is a $10k increase from last year's tournament.

Items for Approval Consent Agenda

1. Emergency Succession Plan
2. Employee Handbook
3. Manatee Bylaws

Upon motion duly made by Mr. Rob Bell and seconded by Ms. Karen Carpenter, the Executive & Finance Committee unanimously approved the items within the consent agenda.

Items for Approval Non-Consent Agenda

1) Approval of Budget to Actual Report July 1, 2021 – June 30, 2022

Upon motion duly made by Ms. Jennifer Passmore and seconded by Ms. Karen Carpenter, the Executive & Finance Committee unanimously approved the Budget to Actual Report for July 1, 2021 - June 30, 2022.

2) Approval of Statement of Activities July 1, 2021 – June 30, 2022

Upon motion duly made by Ms. Rachel Kendzior and seconded by Ms. Jennifer Passmore, the Executive & Finance Committee unanimously approved the Statement of activities for July 1, 2021 - June 30, 2022.

Approval of the Executive & Finance Committee Meeting Minutes of May 31, 2022

Upon motion duly made by Ms. Jennifer Passmore and seconded by Ms. Rachel Kendzior, the Executive & Finance Committee unanimously approved the **Executive & Finance Committee Meeting Minutes of May 31, 2022.**

Old Business
None

New Business

Mr. Mohammadbhoy excused ELC executive staff to discuss new business. Mr. Mohammadbhoy reviewed the current situation regarding the CEO position.

Upon motion duly made by Mr. Rob Bell and seconded by Ms. Karen Carpenter, the Executive & Finance committee unanimously approved the recommendation to the full Board of Directors meeting on 9/21/22, after the Transition Committee's interview with the Interim CEO on 9/2/22, that ELC proceed forward with making Mr. Darrell King permanent CEO.

Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:50.

Minutes prepared by:

Kerry Gaylord, Interim COO

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair