Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
of
September 9, 2020

The Early Learning Coalition of Manatee County, Inc. held a combined Executive Committee & Finance Committee Meeting on September 9, 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)
Rachel Kendzior (Zoom phone)
Michael Rampino (Zoom phone)

Board Members Absent for Finance Committee:
Diana Neeves (excused)

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

Board Members Absent for Executive Committee:
Adam Mohammadbhoy, Chair (excused)
Rachel Kendzior (excused)
Dr. Robin Thompson (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 summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting of September 9, 2020.

Welcome and Roll Call
Mrs. Passmore, the Vice-Chairwoman, 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: Mr. Robert Bell, Finance Chairman

C.E.O. Compensation Report, Mr. Robert Bell, Chairman
Mr. Bell explained that the Compensation Review Committee previously met and approved a 4% pay increase, retroactively, and a one-year extension to CEO, Mr. Sharff's contract. This recommendation will be passed onto the Board of Directors meeting for final approval on September 16, 2020.

Financial Report, Ms. Karen Holman, Chief Financial Officer
Ms. Holman explains that we are still in the process of getting through fiscal year 19/20 with several items still to go to OEL. Ms. Holman explained the budget to the actual report to clarify the percentages that might look confusing. VPK is currently at 102.9% due to overspending, and we have asked OEL for another $375,000 to get through 2020. We are also overspent on SR, so we have asked OEL for another obligation of $505,000. CBDG Manatee County Grant has ended. We are currently at 402% in Private Donations due to funds being in the account from the canceled Leadership Breakfast due to COVID-19, a $1300 donation

towards Car Seats, and $4,412 donations during the June Giving Challenge. Expenditures in Direct Services has an additional $1.6 million due to the federal funding CARES Grant relating to COVID relief. Our Professional fees include payment to the Auditor, IT person, NextGen Family Magazine's writers, and photographers. Insurance is higher due to new busses. Travel is down due to COVID. Property and equipment costs have gone up due to COVID and staff having to work remotely. Quality Programs shows a lot more money from OEL through our Coalition and given out to our providers. With so much CARES funding going through our Coalition's budget, it might look as if we are showing an overall loss of approximately $400,000 that is due to us waiting on cost reimbursement. We still have CARES grant dollars expenditures and revenues 19/20 to work out with OEL. By the time the auditors start, we will have it straightened out.

Upon motion duly made by Ms.Kendzior and seconded by Mr. Minor, the Finance Committee unanimously approved the June 2020 financial report to move on to the Board of Directors meeting on September 16, 2020.

Revised Budget FY 20/21, Mr. Paul Sharff, CEO

From our original budget in May that was approved, our budget is up an additional $900,000. The higher budget is due to more MC CARES Grant Funding and OEL sending us weekly notice of awards. The budget is not complete, but it is as close with the increase of OEL's notice of awards. With the two approved additional grants, our Coalition currently has the largest budget we have ever had, $25,486,723.

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio, the Finance & Executive Committee unanimously approved the FY 20/21 Budget report to be moved on to the Board of Directors Meeting on September 16, 2020

Chief Executive Officer's Report: Mr. Paul Sharff, CEO

Mr. Sharff spoke about the overwhelming amount of Grant Funding coming from Washington. He does not know the exact details.

Ms. Oakes, COO, informed the committee about our approved Manatee County CARES Grant for $912,000. The grant dollars are for Personal Protective Equipment (PPE) for our employees and providers' safety. Our Coalition will use the funds to separate our employee's offices and put protective shielding (Sneeze Guards) on our employees' desks that meet with our families. Our Lobby will remove all play areas and build private cubicles for our clients along with six-foot standing floor mats for when we do reopen. PPE packages have been put together with all the necessary safety measures for our providers. We have also purchased medical level sanitizing spray for our building and our Providers Centers. The state has cut First Responders' childcare dollars. We will use CARES dollar to help our Provider First Responders with childcare funding for up to four months.

Operation WIT is an FCTCF Grant that will contract with our Coalition as a shared service to manage for that grant. Operation WIT stands for Whatever It Takes. After speaking to some of our African American Clergy and community figures, they informed us that historically young black children fall behind in school readiness and asked to help fix that problem. The ELC will use our new bus to go out into the community and community churches and implement a new child/parent curriculum.

Ms. Oakes also mentioned another new grant for playground Hand Sanitizing Stations for every one of our VPK locations. Furthermore, she finishes by telling the board that OEL has given us an extra $1.1 million to take children off the waitlist.

Mr. Sharff informed the committee that we would be contracting with Mr. Bill Ammos, who previously worked for the state due to so many grant dollars coming in during this pandemic.

Mr. Sharff congratulates Mr. King on his new promotion as Chief Communications Officer.

Mr. King discusses taking NextGen to a new level due to the pandemic. NextGen has purchased the same software as the Manatee Count Chamber has to go digital. Currently, we have 60,000 subscribers. The benefit is that we will always have a safety net. We will go back to print in conjunction with digital once schools' resume.

Mr. Sharff gave an update on our new bus coming from Orlando shortly. We will continue our partnership with Feeding Tampa Bay to help communities throughout Manatee County.

Ms. Oakes gave a Shared Services update. The ELC has purchased a Live Scan Fingerprinting. Buying the Live Scan came about because the sheriff's office and other local agencies stopped fingerprinting during the pandemic.

Mr. King gives a golf update on November 13 at IMG. We currently have 29 foursomes. The whole event will be outside only.

Ms. Oakes gives an OEL policy report. OEL has approved all our policy updates.

Mr. Sharff asks the committees opinion and support on how to pay employees for their work on the CARES Grants. He also talked about

Mr. Sharff asks committee to review the proposed 2021 Board and Committee Meeting Schedule and the 2021 ELC Holiday Schedule.

Items for Approval Consent Agenda

1) 2021 Board & Committee Meeting Schedule
2) 2021 Holiday Schedule

Upon motion duly made by Ms. Riggio and seconded by Mr. Minor, the Executive and Finance Committee unanimously approved the items for the Consent Agenda.

Items for Approval Non-Consent Agenda

1) 20/21 Budget
2) CEO compensation
3) Employee Overtime for COVID
4) Approval of all CARES expenditures $15,000 by the Executive Committee.

Upon motion duly made by Mr. Bell and seconded by Ms. Riggio, the Executive and Finance Committee unanimously approved the items for the NON-Consent Agenda.

Upon a motion duly made by Ms. Riggio and seconded by Mr. Miller, the Minutes for the Executive Finance Meeting on May 6, 2020, were unanimously accepted as presented.

Old Business

None

New Business
None

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 11:56 am.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair