



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting

**DATE/TIME:** Monday, November 13, 2017 at 3:30 pm

**LOCATIONS:** Early Learning Coalition of Brevard County, 2080 Eau Gallie Blvd, Melbourne, FL 32935

**MEMBERS PRESENT:** Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary

**EXCUSED ABSENT MEMBERS:** N/A

**UNEXCUSED ABSENT MEMBERS:** N/A

**STAFF PRESENT:** Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator and Cathie Odom, Director of Business Operations

**GUEST/PUBLIC:**

**START TIME:** November 13, 2017 at 3:35 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: October 9, 2017:</b> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
Raising of America screening update	Sky informed the Committee members that approximately 45 guests have RSVP'd to the Raising of America event on November 30 <sup>th</sup> . The Committee and ELC staff discussed the details of the event. <ul style="list-style-type: none"> <li>• Reception will be sponsored by The Children's Movement of Florida</li> <li>• Panel discussion facilitated by Bob Gabordi, Executive Editor of Florida Today. Panel members include:               <ul style="list-style-type: none"> <li>○ Teresa Wright, Ed.D., Brevard Public Schools Director, Elementary Leading and Learning, Title I</li> <li>○ Rob Rains, President, United Way of Brevard</li> <li>○ Vance Aloupis, CEO, The Children's Movement of Florida</li> <li>○ Sky Beard, Executive Director, Early Learning Coalition of Brevard</li> </ul> </li> </ul>	No Action/Follow-up needed
Melbourne Office Space Follow-up	The Committee discussed the conversation that was had at the October Board meeting and how to move forward with the discussion at the next Board meeting. The Committee discussed the importance of the decision, and how they have reviewed all the concerns before bringing the discussion to the Board. The Committee believes that pursuing this item is in the best interest of the Coalition.	No Action/Follow-up needed
RFP 2017-01 for External Audit services	Cathie informed the Committee that 6 proposals for the new audit firm were received. The RFP will be awarded to the highest scoring firm and once accepted, the Coalition will enter into negotiations with that firm.	Beth Mills motioned to release the Intent to Award to Verdeja, De Armas & Trujillo, LLP. Mark Broms seconded the motion.





PO BOX 560692  
ROCKLEDGE, FL 32956-0692  
PHONE: (321) 637-1800  
FAX: (321) 637-7244  
WWW.ELCBREVARD.ORG

## Executive/Finance Committee Meeting

November 13, 2017 3:30 pm

Approval of October 9, 2017 Minutes

*Raising of America* screening update

Melbourne Office Space Follow Up

RFP 2017-01 for External Audit Services

Annual Performance Review of the Executive Director

Next Committee meeting: December 11, 2017

LAUNCHING A CHILD'S FUTURE!



**EARLY LEARNING COALITION  
OF BREVARD COUNTY, INC.**



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Monday, October 9, 2017 at 3:30 pm  
**LOCATIONS:** Early Learning Coalition of Brevard County, 2080 Eau Gallie Blvd, Melbourne, FL 32935  
**MEMBERS PRESENT:** Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary  
**EXCUSED ABSENT MEMBERS:** N/A  
**UNEXCUSED ABSENT MEMBERS:** N/A  
**STAFF PRESENT:** Sky Beard, Executive Director, and Jessica Beecham, Executive Coordinator  
**GUEST/PUBLIC:** Tom Brandon, Brandon Commercial Development  
**START TIME:** October 9, 2017 at 3:29 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: September 20, 2017:</u> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
Melbourne Office Space	<p>Sky introduced Tom Brandon with Brandon Commercial Development and the current landlord of the ELC Melbourne office location. The Executive Committee had requested a meeting with Tom to discuss the potential office space that Brandon Commercial Development would like to purchase and build as a custom build out for the Coalition's south office. Tom proposed that Brandon Commercial Development would build and develop a 1200 square foot building off Eau Gallie Boulevard and provide 8000 square foot of space for the Coalition. The buildout would include a training room for about 75 people. The buildout would be included in the lease commitment for a term of 10 years. ELC staff would have input regarding the buildout design and design. The Committee discussed the lease rate and the current comp rates. In addition to the building plan and timeline, discussion also occurred about items such as parking, other potential tenants, electrical generators, storage space and other potential needs.</p> <p>If the Coalition decides to not move ahead with the new building a new lease for the current building will need to be signed.</p> <p>Although there is no requirement that the building plans be approved by the Board, the Committee asked that the discussion be brought to the Board for further input and discussion.</p>	No Action/Follow-up needed

<p><b>FY 16.17 End of Year Financials</b></p>	<p>Cathie reviewed the FY 16.17 End of the Year Financials (see attached) with the Committee. The changes were reviewed and discussed.</p> <p>The Committee reviewed the year end Earmarks and Restrictions (see attached):</p> <ul style="list-style-type: none"> <li>• School Readiness <ul style="list-style-type: none"> <li>○ Direct services is 83% with the minimum percent required being 78%</li> <li>○ Administrative percent is 4.66% with the maximum of 5%</li> </ul> </li> <li>• VPK <ul style="list-style-type: none"> <li>○ Admin 3.85% with the maximum of 4%</li> </ul> </li> <li>• Match <ul style="list-style-type: none"> <li>○ Was not met because of the high enrollment. Match was about \$88,000 short.</li> </ul> </li> </ul> <p>Mark asked about the waitlist numbers and how the amount of time families spend on the waiting list is tracked. Sky explained that the State's new reporting system, Tableau, will be able to track data such as that and it will demonstrated at the next full Board meeting.</p>	<p><b>No Action/Follow-up needed</b></p>
<p><b>Annual Meeting Plan</b></p>	<p>The Committee reviewed the draft agenda for the Board of Directors Annual Meeting and discussed the Executive Committee positions.</p> <p>The vacant Faith Based Provider Representative position will be announced at the Board meeting.</p> <p>Information regarding the Melbourne lease, vendor list, legislative updates will be added to the Annual Meeting agenda.</p>	<p><b>No Action/Follow-up needed</b></p>
<p><b>Annual Performance Review of the Executive Director</b></p>	<p>Sky informed the Committee that the annual performance review of the Executive Director will begin at the November meeting and will be done in the same process as the year before.</p>	<p><b>No Action/Follow-up needed</b></p>
<p><b>Public Comment</b></p>	<p>N/A</p>	<p><b>No Action/Follow-up needed</b></p>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 5:07 pm</p>	<p><b>Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.</b></p>
<p><b>Next Meeting</b></p>	<p>November 13, 2017 at 3:30pm</p>	

October 2017 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

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Signature Date

Executive Coordinator

*Approved*

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Signature Date

Executive Director