



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, January 8, 2018 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:

START TIME: January 8, 2018 at 3:37 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	Minutes: December 11 and 18, 2017: No changes were made to the meeting minutes.	Beth Mills motioned for the minutes to be approved. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Community Development Block Grant Update	The Committee discussed the challenges the Coalition is having with the way some CDBG partners are interpreting eligibility requirements for that funding source. Sky informed the Committee that a letter was sent to the cities of Cocoa and Titusville explaining that the Coalition would not be applying for 18.19 funding as previously approved by the Committee. Sky will be presenting at the City of Melbourne this evening for CDBG funding. The contract for the current year has not been received from the City of Melbourne. Discussed communication with the City of Melbourne regarding eligibility criteria.	No Action/Follow-up needed
Financial Policy Approval	The Committee reviewed fiscal policy changes, however the policies were initially approved by Sky (with Finance/Executive Committee approval) on December 21, 2017 because of the deadline that was presented by OEL. The Conflict of Interest forms will need to be signed by the Board members at the next meeting. The updated credit card policy was reviewed as well and Coalition staff informed the Committee that all the items in the updated policy are currently in the procedures, but are now required to be in the policy.	Beth Mills motioned for the approval of the updated finance policies as presented. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
Legislative Update	Sky informed the Committee that Legislative Session starts tomorrow, January 9, 2018. There has been no further discussion on coalition mergers however, IRMO and St. Lucie Counties will be moving forward with their merger. The Committee discussed proposed bills regarding provider accountability. Sky will be in Tallahassee the last week of January and will keep the Committee updated.	No Action/Follow-up needed

Public Comment	Sky notified the Committee of a potential media/contract termination issue. After a recent change in ownership, there has been social media involvement from dissatisfied parents attending Kids Place in Melbourne. There was police activity recently at the center leading to an arrest. The Coalition has been in communication with DCF. At this time, the Coalition is awaiting additional information before taking SR and VPK contract action. Coalition staff is assisting families with transfers.	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:22 pm	Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	February 12, 2018 at 3:30pm	

January 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved

Signature

Date

Signature

Date

Executive Coordinator

Executive Director



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Executive/Finance Committee Meeting

January 8, 2018 3:30 pm

Approval of December 11 and 18, 2017 Minutes

Community Development Block Grant Update

Finance Policy Approval

Legislative Update

Next Committee meeting: February 12, 2018

LAUNCHING A CHILD'S FUTURE!



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Monday, December 17, 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:
START TIME: December 11, 2017 at 3:25 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	Minutes: November 13, 2017: 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 Debriefing	Board members in attendance offered their feedback. Discussed the positive feedback heard during and after the event. Discussed next steps and offered to hold similar screenings elsewhere in the community.	No Action/Follow-up needed
Melbourne office space Follow-up	The Executive Committee was informed that Cathie and Sky had a follow-up meeting with Tom Brandon. They emphasized with Mr. Brandon the conversations with the Board and some of their feedback. Mr. Brandon re-confirmed the “standard business” design of the building and that he understood the concerns presented. Mr. Brandon will communicate next steps needed from the Coalition.	No Action/Follow-up needed
Coalition Merger Report Update	The Executive Committee was provide with a copy of the addendum to merger report. Discussed the legislative committee meetings held on the topic and reasons for the addendum to the report. The report was reviewed and the committee discussed the impact on Florida’s early learning system. Sky will keep the Executive Committee updated as the conversation continues.	No Action/Follow-up needed
CDBG Challenges	Discussed the application process and timeline for CDBG proposals as well as reviewed historical request amounts and amounts awarded. Staff discussed concerns about City of Cocoa requiring additional documents to be submitted above what state and federal law requires to determine eligibility for the School Readiness program. The Executive	Sky Beard will send a letter to the Cities of Cocoa and Titusville informing them of the Coalition’s decision to not apply for CDBG funds in the upcoming application cycle.

	Committee agreed it was not appropriate and elected to not apply for funding in the next funding cycle. Also discussed City of Titusville's RFP language regarding required "expansion" of services and the challenges that presents. The Committee decided to not apply for City of Titusville either. The Coalition will apply for Brevard County and City of Melbourne. In addition, staff will research City of Palm Bay's CDBG application process and deadline.	
Annual Performance Review of ED	The Executive Committee completed the annual performance review of the Executive Director. The Committee provided feedback and discussed the goals for next year.	No Action/Follow-up needed
Public Comment		No Action/Follow-up needed
Adjournment	The meeting was adjourned at 5:30 pm	Mark Broms motioned for the adjournment of the Board meeting. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	January 8, 2018 at 3:30pm	

December 2017 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved



1/08/2018

Signature

Date

Executive Coordinator



1/08/2018

Signature

Date

Executive Director



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, December 18, 2017 at 3:00 pm

LOCATIONS: Conference Call

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: December 18, 2017 at 3:02 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Executive Director Delegation - Finance Policy Update	Sky informed the Committee that OEL is requiring that some language be added to certain fiscal policies (credit card and board conflict of interest). The Committee is being asked to delegate the Executive Director to approve policies due to the due date to OEL. The Committee will be provided the opportunity to review the revised policies at the next Committee meeting as well.	Jeffrey Harrison motioned for the authorization of the Executive Director to approve the changes to the policies as required by OEL. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
Public Comment	N/A	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 3:07 pm	Jeffrey Harrison motioned for the adjournment of the Executive Committee meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	January 8, 2018 at 3:30pm	

December 2017 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved

1/08/2018

1/08/2018

Signature


Date

Signature

Date

Executive Coordinator

Executive Director

	Early Learning Coalition of Brevard County, Inc. Policy
	Issue Date: September 16, 2008
	Policy Number: ELCB-BD-0001-08
	Subject: Conflict of Interest and Standards of Conduct Policy
	Originating Department: Administration
Revision Date(s): 11/18/14 , 9/14/16 , 12/21/17	

Subject: Conflict of Interest and Standards of Conduct Policy

Purpose: The Early Learning Coalition of Brevard County, Inc. is responsible for establishing a policy identifying applicable guidelines related to conflict of interest and standards of conduct for members of the Board of Directors.

All governing board members and Coalition employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Coalition in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Board of Directors, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

References: Chapter 112.313, F.S.; Chapter 112.3135, F.S.; Chapter 112.3143, F.S.; 2 CFR § 200.318(c); Early Learning Coalition of Brevard Bylaws, Article VII, Section 7.1, Chapter 1002.83(8), F.S.; Form 8b, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers; s. 1002.84(20), F.S.

Definitions:

- A. Business associate: Any person or entity engaged in or carrying on a business enterprise with the Coalition employee, officer, or board member, or employee in a partnership, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property.
- B. Conflict of Interest: A Conflict of Interest exists if a Coalition employee, officer or board member, or a relative (as defined below) or business associate of the employee, officer, or board member, may derive a special private gain or loss, directly or indirectly, by reason of his or her participation in a matter with the Coalition.
- Conflicts of interest may be financial (where an interested party benefits financially directly or indirectly) or non-financial (e.g., seeking preferential treatment, using confidential information).
 - Include actual conflicts (where a real act, event or transaction has occurred), potential conflicts (e.g., when an employee or his/her immediate family member(s) may receive benefits or profit directly or indirectly), and perceived conflicts (e.g., where the nature and circumstances of the event or transaction would lead a prudent person to believe a conflict exists or may exist).
 - Include organizational conflicts of interest that occur because of relationships with a parent, affiliate or subsidiary organization
- C. Relative: As used in this paragraph the term “relative” has the meaning ascribed in s. 112.3143, F.S.: any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
- D. Related Party: means any:

- 1) [A Director, nominee for director or executive officer of the Early Learning Coalition of the Brevard County, Inc.;](#)
- 2) [A relative of a director, nominee for director, or executive officer, of the Early Learning Coalition of the Brevard County, Inc.](#)
- 3) [An entity which is owned or controlled by someone who falls within the categories listed above](#)
- 4) [An entity in which someone listed above has a substantial ownership interest or control.](#)
- 5) [Related Party Transaction: means a Transaction \(defined below\) in which the Early Learning Coalition of the Brevard County, Inc. was, or is proposed to be, a participant and in which a Related Party has, had or may have a direct or indirect material interest.](#)
- 6) [Transaction: means any single or series of financial contracts, arrangements or relationships \(including any indebtedness or guarantee of indebtedness\) or any series of similar contracts, arrangements or relationships.](#)

Policy:

Each voting member is considering a local public officer and must comply with the requirements as established in the aforementioned references.

As stated in Article VII, Section 7.1 of the Early Learning Coalition of Brevard County's Bylaws, "A conflict of interest is a circumstance, condition, or situation in which the (a) personal interest of a Coalition member or officer, or (b) the interests of any principal by which he or she is retained or (c) the parent organization or subsidiary of a corporate principal by which he or she is retained, may result in personal, financial, professional, and political gain at the expense of or to the detriment of the Coalition and its purposes."

As stated in Section 112.3143, F.S., no member of the Coalition may vote on any matter that the member knows would inure to his or her special private gain or loss. All members shall make every reasonable effort to disclose the nature of his or her potential for private gain or loss at the time of a vote. The nature of the disclosure shall be filed with the person responsible for recording the minutes of the meeting and officially documented using *Form 8b, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers*. If it is not possible for the member to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote. In addition, any potential conflict of interest discovered after the fact, must be disclosed, in writing, to any Federal awarding agency, according to the agency's policy.

No public officer shall solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor or service based upon any understanding that the official action or judgment of the public officer would be influenced as a result. No public officer or his or her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such public officer knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the officer was expected to participate in his or her official capacity. No public officer shall use or attempt to use his or her official position or any property or resource which may be within his or her trust,

or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

No member shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, exists. A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

- When a conflict is identified, the approval for goods/services will need to be approved by a two-thirds vote of the entire board. Anyone with a conflict must provide notice to the governing board in advance in writing and abstain from any vote in which they have a conflict of interest. Such member shall, prior to the vote being taken, publicly state to the board the nature of the member's interest in the matter from which he or she is abstaining from voting.

Any related party contracts that are approved by the board will disclosed in writing to the Office of Early Learning along with the minutes of the approval and Form 8B.

- If the contract/transaction is above \$25,000 it will need written prior approval from the Office of Early Learning before the contract/transaction is executed. (Fla. Stat. 1002.84(20), & 2 CFR Part 200.112).
- If the contract is \$25,000 or below, it should be submitted to the Office of Early Learning within 30 days after board action to authorize the contract/transaction. (Fla. Stat. 1002.84(20), & 2 CFR Part 200.112).

Disclosure Requirements - Voting Conflicts – section 112.3143(1)(b), F.S.

A director or employee who believes that he or she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, the Coalition requires the following –

1. On an annual basis, all members of the Board of Directors and all employees shall inform, in writing, the Director of Business Operations (BOD members) or the Director of Human Resources (employees) of all reportable conflicts. During the year, these individuals shall immediately submit a signed, updated disclosure form if any new potential conflict arises.
2. Prior to the preparation of the disclosure statements, the Finance department shall distribute a list of all vendors with whom the Coalition has transacted business at any time during the preceding fiscal year, along with a copy of the disclosure statement.
3. The Director of Human Resources shall review all forms completed by employees and shall inform the Executive Director of any conflicts. The Director of Business Operations shall review all forms completed by the directors and the Executive Director and shall inform the Executive/Finance

Committee of any conflicts. The Executive Director and Executive/Finance Committee, respectively, shall determine appropriate resolution in accordance with this policy.

4. The Coalition will provide periodic training on these processes to the governing board members and staff. The Coalition will document annual training processes completed by board members and staff.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall also be disclosed to the Executive/Finance Committee and/or the Executive Director of the Coalition as indicated in the Disclosure section of this policy. Conflicts shall be resolved as follows:

- The Executive/Finance Committee shall be responsible for making all decisions concerning resolutions of conflicts involving directors or the Executive Director, and other members of senior management.
- The chair of the committee, with input from the Executive Director and other Executive/Finance Committee members, shall be responsible for making all decisions concerning resolutions of conflicts involving Executive/Finance Committee members.
- The Executive Director shall be responsible for making all decisions concerning resolutions of conflicts involving employees below the senior management level, subject to the approval of the Executive/Finance Committee.

An employee or director may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the board.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.

Disciplinary Action for Violations of This Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Coalition or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any director, manager, or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A Board member who violates this policy will be removed from the Board.

For more details, staff and board members may also access the following guidance materials


- For more details on the Entity's Conflict of Interest policy, please refer to the Employee Manual/Handbook.
- For more details on requirements for Related Party activities and Voting Conflicts, please refer to Procurement/Purchasing policies.
- See the Florida Commission on Ethics *Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees.*
- See the Florida Commission on Ethics *Overview of Laws relating to Gifts.*
- See the Florida Commission on Ethics *Overview of Laws relating to Honoraria.*

I understand and agree to abide by the Conflict of Interest and Standards of Conduct Policy.

Board Member Name (Print)

Date

Signature

	Early Learning Coalition of Brevard County, Inc.
	Policy
	Issue Date: September 16, 2008
	Policy Number: ELCB-BD-0001-08
	Subject: Conflict of Interest and Standards of Conduct Policy
Originating Department: Administration	
Revision Date(s): <u>11/18/14, 9/14/16, 12/21/17</u>	

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- D. Related Party: means any:

- 1) A Director, nominee for director or executive officer of the Early Learning Coalition of the Nature Coast;
- 2) A relative of a director, nominee for director, or executive officer, of the Early Learning Coalition of the Nature Coast
- 3) An entity which is owned or controlled by someone who falls within the categories listed above
- 4) An entity in which someone listed above has a substantial ownership interest or control.
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or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

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- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.

Disciplinary Action for Violations of This Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Coalition or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any director, manager, or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

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I understand and agree to abide by the Conflict of Interest and Standards of Conduct Policy.

Board Member Name (Print)

Date

Signature

	Early Learning Coalition of Brevard County, Inc. Policy
	Issue Date: 5/1/08
	Policy Number: ELCB-FM-0007-08
	Subject: Credit Card Policy
	Originating Department: Finance
	Revision Date(s): 3/7/09, 5/7/14, 9/3/14, 12/12/16, 12/21/17 Date Approved by Board of Directors <u>or designee</u> : 12.21.17

Subject: Credit Card Policy

Purpose: To facilitate purchases necessary for Coalition operation, lodging and travel to approved functions and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of these cards is not to override the procedures set forth in the Coalition’s Procurement Policies, but to provide an alternative method of purchase for necessary goods and services.

References: Policy # ELCB-FM-0001-14, Use of Coalition-Issued Credit Card

Policy:

1. Coalition credit cards will be issued to staff, only with approval of the Executive Director or for the Executive Director, of the Executive/Finance Committee. Management will periodically review the list of users to ensure cards are issued to appropriate staff members.
2. The Director of Business Operations or designee shall be responsible for accounting, monitoring, retrieval and general oversight of compliance with this Credit Card Policy. All purchases are subject to periodic review to ensure transactions are allowable and are not being split to stay below established spending thresholds.
3. The following positions are the only authorized card holders and have authority to place orders using the Coalition’s credit cards –
 - Executive Director
 - Executive Coordinator
 - Business Coordinator
 - Human Resources Specialist (employee account purchases only)
4. Coalition credit cards shall normally have an authorized maximum limits by position below –
 - Executive Director - \$100,000; \$10,000 per purchase limit without Executive Committee member approval.
 - Coordinators - \$10,000, \$1,500 per approved purchase
 - Human Resources Specialist - \$500

When necessary, the Executive Director or designee may choose to temporarily increase the individual purchase limit to expedite purchase processing.

5. Credit cards will only be used for official business purposes and may be used for any authorized Coalition purchase where the vendor or merchant accepts credit card payments. Supporting documentation requirements include the following.
- Original receipts supporting transactions are maintained and marked/de-faced once payment has been authorized/made.
 - Receipts must clearly reflect a description of the goods or services acquired, number of units, and cost per unit. The combination of several documents to provide the description, number of units, and cost per unit may be used (i.e., quote sheets, packing slips, web page screen-prints, cash register receipts, charge slips). Numerical code descriptions alone are not acceptable.
 - All receipts for commodities shall be signed and dated by the cardholder to indicate the receipt, inspection, and acceptance of the goods or services.
 - (b) Receipts for services require clear evidence that services were satisfactorily received.
 - Acronyms and non-standard abbreviations for programs or organizational units within an agency should not be used in the supporting documentation unless an explanation is also included
6. Coalition credit cards shall not be used for personal uses, cash advances, or other merchant category exclusions, examples include -
- Alcoholic beverages/tobacco products
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements
 - Rentals (other than short-term autos and storage facilities)
 - Telephones, related equipment, or services
 - Any other items deemed inconsistent with the values of the Coalition or against Federal and/or State regulations.
7. Cardholder must report, in writing, any personal/unauthorized use and all details of accidental charge to the Director of Business Operations within 24 hours of purchase. Failure to report such charges may result in disciplinary action, up to and including termination.
8. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.
9. Cardholders shall be responsible for the protection and custody of the credit card. The cardholder shall immediately notify the financial institution issuing the card if lost or stolen, and shall notify the Director of Business Operations as soon as possible. Cardholders shall not knowingly post or otherwise make publicly available credit cards data that could potentially result in fraud or unauthorized charges.
10. Cardholders shall immediately surrender all Coalition credit cards upon termination of employment.

11. All benefits derived from the use of credit cards (i.e. reward points, rebates, etc.) shall become the property of the Early Learning Coalition of Brevard County.
12. The credit card shall not impact the cardholder's personal credit references. The Coalition issued credit card is a Coalition liability card, not a personal liability card. However, the cardholder does have the responsibility to use the credit card in an appropriate manner, as described in this document.
13. The balance due on any credit card account shall be paid in full by the due date listed on the statement by automatic ACH withdrawal from the Coalition's operating bank account.

Travel Vouchers

2 CFR Part 200.302, Finance Management Systems; 200.303, Internal Controls; DFS Reference Guide, DFS State Travel Manual; s. 112.061, F.S. Per Diem and travel expenses of public officers, employees and authorized persons; and CFO Memo No. 06 (2016-17). All Coalition travel will be made in accordance with the Coalition **Travel Policy**. Policy goals are summarized here. See that policy for more details.

- Travel expenses are documented and reimbursed based on applicable state travel rules (includes DFS Reference Guide, State Travel Manual CFO Memos and OEL guidance).
- Management has processes in place to ensure proper authorization, review, approval, and guidelines to submit adequate supporting records.
- Coalition management has a process to ensure reimbursements do not exceed allowable amounts. Includes detail for allowable mileage reimbursement amounts, meal rates from statutes, travel per diem calculations, and any travel restrictions from state travel rules. Also includes processes to ensure only reasonable and necessary business-related costs are incurred.
- An independent review and approval process is in place (potentially including a governing board member/audit committee) for costs incurred by members of the management team.
- Management has a process to document instances misuse by staff and issue notice of personnel actions taken/required (if applicable). For more details, please refer to the Coalition's **Employee Handbook**.

Vouchers will be submitted to the finance department. Approved travel vouchers and advance approval forms will be reviewed for completeness and correctness in accordance with the policy.