



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, June 11, 2018 at 3:30 pm

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

MEMBERS PRESENT: Alan Bergman, Chairperson, Jeffrey Harrison, Vice Chairperson, and Beth Mills, Secretary

EXCUSED ABSENT MEMBERS: Mark Broms, Treasurer

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, Cathie Odom, Director of Business Operations, Tina Snyder, Director of Human Resources

GUEST/PUBLIC:

START TIME: June 11, 2018 at 3:34 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<p>Minutes: May 14, 2018: No changes were made to the meeting minutes.</p> <p>After reviewing the titles of Committee members identified in previous minutes, it was discovered the titles have not been updated on the Committee Minutes for the period of October 2017 through February 2018. The Executive Coordinator will correct the minutes.</p>	<p>Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.</p> <p>Jeffrey Harrison motioned to allow Coalition staff to correct the member titles in past meetings minutes. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.</p>
FY 17.18 Budget to Actuals	The Committee reviewed the current Operational Budget through April. The current surplus is mostly from vacant positions throughout the year. There will be positions added in the FY 18.19 budget to manage new legislative mandates related to program assessment.	No Action/Follow-up needed
FY 17.18 Budget Revisions	<p>The Committee reviewed the Operational Budget Revision (1) and the Agency Budget Revision (2) with the surplus and with de-obligated funds back to OEL. After much discussion, the Committee recommends de-obligating \$800,000.</p> <p>Currently, the Coalition is still waiting on OEL to approve the local Provider Rate increase.</p>	<p>Beth Mills motioned to approve the Operational Budget Revision (1) 17.18 Agency Revision (2) 17.18. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.</p>
BY 18.19 Operations and	The Committee reviewed the Operational Budget FY 18.19. Budget highlights include an increase to employee cost with five	Jeffrey Harrison approved the Operational Budget FY 18.19

Agency Budgets	<p>(5) new Quality positions added because of new program assessment requirements; health insurance costs remain flat, an increase in computer networking due to additional IT supports needed due to the release of the new statewide data system; a reduction from OEL in the VPK outreach and awareness grant, an increase in rent costs; an increase in cell phone expenses and travel due to additional field positions; an increase in in-kind from contracted IT company.</p> <p>The Committee also reviewed the 18.19 Agency Budget. It is anticipated that there is an increase of 0.17% for the upcoming fiscal year. The Agency Budget will need to be approved if revisions are required when final budget figures are received from the OEL.</p>	<p>and recommend the approval of the Agency Budget FY 18.19 be brought to the full Board.</p> <p>Beth Mills seconded the motion. The motion passed unanimously by all Executive/Finance Committee members.</p>
PTO Payout Policy Follow up	<p>As a follow up from previous meeting discussions, the Committee reviewed multiple draft written responses to be sent to a former employee. Staff also provided the Committee with the guidance received from the employment attorney which recommended that the Executive/Finance Committee be the ones to respond to the former employee.</p> <p>Alan expressed concern personal liability and a discussion followed about Directors and Officers insurance as well as the role of the Executive/Finance Committee and Coalition staff in matters such as this. After much discussion, the Committee agreed to sign and send a revised version of the letter. Coalition staff will send it certified mail to the former employee.</p>	<p>Beth motioned to approve the letter with discussed revisions. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.</p>
July Meetings	<p>Sky discussed with the Committee that the Board usually elects not to meet in July due to holiday schedules. That will be an agenda item at the June meeting. The Board will also be asked to approve the FY 18.19 Budget at the June Board meeting. At this time, the Committee agreed to keep the July Executive/Finance Committee meeting on the calendar.</p>	<p>No Action/Follow-up needed</p>
Public Comment	<p>N/A</p>	<p>No Action/Follow-up needed</p>
Adjournment	<p>The meeting was adjourned at 4:42 pm</p>	<p>Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.</p>
Next Meeting	<p>July 9, 2018 at 3:30 pm</p>	



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
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ROCKLEDGE, FL 32956-0692
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Executive/Finance Committee Meeting

June 11, 2018 3:30 pm

Approval of May 14, 2018 Minutes

FY 17.18 Budget to Actuals

FY 17.18 Budget Revisions

FY 18.19 Operations and Agency Budgets

PTO Payout Policy Follow Up

July Meetings

Next Meeting: July 9, 2018

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, May 14, 2018 at 3:30 pm

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

MEMBERS PRESENT: Alan Bergman, Chairperson, Mark Broms, Treasurer and Jeffrey Harrison, Secretary

EXCUSED ABSENT MEMBERS: Beth Mills, Vice Chairperson

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, Cathie Odom, Director of Business Operations and Tina Snyder, Director of Human Resources

GUEST/PUBLIC:

START TIME: May 14, 2018 at 3:44 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: April 9, 2018:</u> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Legislative Update	<p>Sky informed the Committee that there have been many discussions across Coalitions and with OEL regarding the implementation of House Bill 1091. The Committee discussed that CLASS has been identified as the program assessment tool to be utilized statewide. The Coalition is having internal discussions about capacity, staffing and related topics. Providers will be paid according to the CLASS score, but the payment differentials will not occur until July 2019.</p> <p>The Coalition will be scheduling small group discussions with providers to ensure they are aware of the upcoming legislative changes as well as provide an opportunity for them to ask questions. In addition, Coalition staff will provide an overview of the CLASS tool to the Board of Directors at their June meeting.</p>	No Action/Follow-up needed
PTO Payout Policy (Employee Grievance)	Sky informed the Committee that a former employee emailed Jeffrey Harrison and Alan Bergman with a request to have them reconsider a decision pertaining to her Paid Time Off (PTO) payout. The Committee reviewed the resignation policy in the Coalition Employee Handbook (see attached). After much discussion regarding the policy, the role of the Committee and Coalition leadership, they agreed with Sky's previous decision. The Committee agreed to consult with the Coalition's employment attorney for guidance regarding the most appropriate way to respond to the employee's email.	No Action/Follow-up needed

Provider Petition (Rate increase)	<p>The Committee discussed an email that Sky received referencing notification that a group of Brevard County early learning providers had started a petition to obtain a rate increase. Sky requested a meeting with the providers involved in order to have a more in depth conversation regarding the petition and their concerns. (see attached). The meeting occurred on May 4 and clarification was provided about historical rate increases, the role and authority of the Coalition as well as concerns providers had regarding the financial status of their businesses. Sky shared that the topic of provider rate increases was discussed with the board at the April 2018 Board of Directors meeting and further discussion would occur at the May meeting as well. The Providers were encouraged to attend the Board meeting.</p> <p>The Committee reviewed and reviewed current reimbursement rates and after much discussion, the Committee decided to bring the option of a provider rate increase to the full Board of Directors at the May meeting.</p>	
May 21 Board of Directors Meeting	<p>The Committee reviewed the revised sliding fee scale and voted to present the revision to the full Board for approval at the May meeting. The effective date would be July 1, 2018.</p>	<p>Mark Broms motioned to bring the revised sliding fee scale to the full Board for approval with an effective date of July 1, 2018. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.</p>
June Executive Committee and BOD Meetings	<p>The Committee discussed the agenda items for the June meetings:</p> <ul style="list-style-type: none"> • FY 18.19 budget will need to be approved • Anti-Fraud Plan will need to be approval • School Readiness priorities could be revisited 	
Public Comment	<p>N/A</p>	<p>No Action/Follow-up needed</p>
Adjournment	<p>The meeting was adjourned at 5:32 pm</p>	<p>Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board members.</p>
Next Meeting	<p>June 11, 2018 at 3:30 pm</p>	

May 2018 Executive/Finance Committee Minutes Approved:


Respectfully Submitted,

 _____
Signature

06/11/2018
Date

Executive Coordinator

Approved

 _____
Signature

6/11/18
Date

Executive Director

Early Learning Coalition of Brevard County, Inc.

Budget to Actual

7/1/2017 - 4/30/2018



Column1	Current Period Actual	Yearly Budget	Yr %	Estimated Surplus (Deficit)	Increase / (Decrease)	Adjusted Budget
Personnel Expenses						
Salaries	1,510,199	2,156,306	70%	279,067	(270,000)	1,886,306
Payroll Taxes	120,494	171,342	70%	26,749	(24,000)	147,342
Workers' Comp Insurance	7,682	11,632	66%	2,414	(2,200)	9,432
Fringe Benefits	263,553	421,795	62%	45,531	(40,000)	381,795
Total Personnel Expenses	<u>1,901,929</u>	<u>2,761,075</u>	69%	<u>353,761</u>	<u>(336,200)</u>	<u>2,424,875</u>
Other Expenses						
Audit	19,500	20,000	98%	(3,400)	-	20,000
Bank Fees	380	100	380%	(356)	400	500
Computing/Networking	71,281	85,000	84%	(537)	(1,000)	84,000
IT Equipment	9,888	35,000	28%	8,135	-	35,000
Dues & Subscriptions	10,322	7,000	147%	(5,386)	6,000	13,000
Employment Costs	3,832	2,500	153%	(2,098)	2,500	5,000
Equipment Leases	13,274	16,500	80%	571	-	16,500
Furniture & Fixtures		7,500	0%	-	(4,500)	3,000
Insurance	15,244	20,000	76%	1,707	(1,500)	18,500
Legal Services	350	5,000	7%	4,580	(4,300)	700
Maint & Repair	14,529	20,000	73%	2,565	(2,300)	17,700
Office Expense	13,825	17,000	81%	(590)	1,000	18,000
Postage	7,988	10,000	80%	415	-	10,000
Printing	8,555	8,500	101%	(4,766)	5,000	13,500
Public Education	43,665	49,425	88%	-	-	49,425
Rent	204,643	249,284	82%	3,712	(3,500)	245,784
Telephone	6,299	9,500	66%	1,941	(1,800)	7,700
Training/Conf/Meetings	10,011	10,000	100%	(5,114)	6,000	16,000
Travel	18,114	15,000	121%	(7,237)	8,000	23,000
Utilities	12,481	16,500	76%	1,523	(1,200)	15,300
TA Supplies/Quality Materials	20,793	36,219	57%	(8,733)	10,000	46,219
Total Other Expenses	<u>504,974</u>	<u>640,028</u>	79%	<u>(13,068)</u>	<u>18,800</u>	<u>658,828</u>
	<u>2,406,902</u>	<u>3,401,103</u>	71%	<u>340,693</u>	<u>(317,400)</u>	<u>3,083,703</u>

Early Learning Coalition of Brevard County
 FY 17.18
 Operational Budget
 Revision 1

<u>Revenue:</u>	FY 17.18 Operations Budget	FY 17.18 Operations Budget Revision 1	\$ Change (if applicable)	% Change (if applicable)
Office Of Early Learning				
Admin/Non-Direct	2,728,283	2,468,083	(260,201)	-9.54%
Quality	599,754	542,555	(57,199)	-9.54%
Inclusion	48,293	48,293	-	0.00%
In-Kind	53,940	53,940	-	0.00%
VPK Outreach & Awareness Grant Award	11,547	11,547	-	0.00%
VPK Monitoring Award	13,226	13,226	-	0.00%
Total Income:	3,455,043	3,137,643	(317,400)	-9.19%
<u>Expenses:</u>				
Salaries	2,156,306	1,886,306	(270,000)	-12.52%
Payroll Taxes	171,342	147,342	(24,000.0)	-14.01%
Workers Comp Ins.	11,632	9,432	(2,200)	-18.91%
Fringe Benefits	421,795	381,795	(40,000)	-9.48%
Total Salaries, Payroll Taxes & Benefits:	2,761,075	2,424,875	(336,200)	-12.18%
<u>Other Expenses</u>				
Audit	20,000	20,000	-	0.00%
Bank Charges & Finance Fees	100	500	400	400.00%
Computer/Networking	85,000	84,000	(1,000)	-1.18%
IT Equipment	35,000	35,000	-	0.00%
Dues and Subscriptions	7,000	13,000	6,000	85.71%
Employment Costs	2,500	5,000	2,500	100.00%
Equipment Lease	16,500	16,500	-	0.00%
Furniture & Fixtures	7,500	3,000	(4,500)	-60.00%
Insurance	20,000	18,500	(1,500)	-7.50%
Legal Services	5,000	700	(4,300)	-86.00%
Maintenance/Repairs	20,000	17,700	(2,300)	-11.50%
Office Expense	17,000	18,000	1,000	5.88%
Postage	10,000	10,000	-	0.00%
Printing & Copying	8,500	13,500	5,000	58.82%
Public Education Program	49,425	49,425	-	0.00%
Rent	249,284	245,784	(3,500)	-1.40%
Technical Assistance Supplies	36,219	7,700	(28,519)	-78.74%
Telephone	9,500	16,000	6,500	68.42%
Training	10,000	23,000	13,000	130.00%
Travel	15,000	15,300	300	2.00%
Utilities	16,500	46,219	29,719	180.12%
Other Expenses Total:	640,028	658,828	18,800	2.94%
<u>In-kind Expenses</u>				
Computer/Networking	11,940	11,940	-	0.00%
Public Education Program	42,000	42,000	-	0.00%
In-kind Expenses Total:	53,940	53,940	-	0.00%
Total Expenses:	3,455,043	3,137,643	(317,400)	-9.19%
<i>Difference</i>	0	0		

Early Learning Coalition of Brevard County
Budget 17.18 Rev (2) w.surplus

<u>Revenue:</u>	FY17.18 Budget Rev 1	FY17.18 Budget Rev 2	Change %
Office Of Early Learning			
School Readiness Grant Award	\$ 18,372,281	\$ 18,372,281	0.00%
Performance Funding Project (PFP) Grant Award	\$ 498,448	\$ 498,448	0.00%
VPK Grant Award	\$ 11,582,978	\$ 11,582,978	0.00%
VPK Outreach & Awareness Grant Award	\$ 24,838	\$ 24,838	0.00%
United Way (all sources)	\$ 262,000	\$ 262,000	0.00%
Child Care Executive Partnerships Partners	\$ 126,134	\$ 71,134	-43.60%
In-kind Revenue	\$ 47,284	\$ 47,284	0.00%
Contributions/Match (includes CDBG funding)	\$ 44,869	\$ 44,869	0.00%
Match Raising Events	\$ 2,500	\$ 2,500	0.00%
	Total Revenue: \$ 30,961,332	\$ 30,906,332	-0.18%
SR Direct Services (Child Care Slots - all funders/match - 83.93% OEL)	\$ 15,575,680	\$ 14,980,503	-3.82%
VPK Direct Services	\$ 11,145,660	\$ 11,145,660	0.00%
ELC Operations	\$ 2,806,996	\$ 2,546,796	-9.27%
ELC Quality Initiatives	\$ 648,047	\$ 590,848	-8.83%
ELC Quality Initiatives - Provider based contracts (PFP)	\$ 498,448	\$ 498,448	0.00%
Home Visiting Contract	\$ 261,500	\$ 261,500	0.00%
QRIS Initiative	\$ 25,000	\$ 25,000	0.00%
	Total Expenses: \$ 30,961,332	\$ 30,048,754	-2.95%
	Net Income/(Deficit) \$ 0	\$ 857,578	

Early Learning Coalition of Brevard County
Budget 17.18 Rev (2) w.deob

Revenue:	FY17.18 Budget Rev 1	FY17.18 Budget Rev 2	Change %
Office Of Early Learning			
School Readiness Grant Award	\$ 18,372,281	\$ 17,572,281	-4.35%
Performance Funding Project (PFP) Grant Award	\$ 498,448	\$ 498,448	0.00%
VPK Grant Award	\$ 11,582,978	\$ 11,582,978	0.00%
VPK Outreach & Awareness Grant Award	\$ 24,838	\$ 24,838	0.00%
United Way (all sources)	\$ 262,000	\$ 262,000	0.00%
Child Care Executive Partnerships Partners	\$ 126,134	\$ 71,134	-43.60%
In-kind Revenue	\$ 47,284	\$ 47,284	0.00%
Contributions/Match (includes CDBG funding)	\$ 44,869	\$ 44,869	0.00%
Match Raising Events	\$ 2,500	\$ 2,500	0.00%
Total Revenue:	\$ 30,961,332	\$ 30,106,332	-2.76%
SR Direct Services (Child Care Slots - all funders/match - 83.93% OEL)	\$ 15,575,680	\$ 15,038,081	-3.45%
VPK Direct Services	\$ 11,145,660	\$ 11,145,660	0.00%
ELC Operations	\$ 2,806,996	\$ 2,546,796	-9.27%
ELC Quality Initiatives	\$ 648,047	\$ 590,848	-8.83%
ELC Quality Initiatives - Provider based contracts (PFP)	\$ 498,448	\$ 498,448	0.00%
Home Visiting Contract	\$ 261,500	\$ 261,500	0.00%
QRIS Initiative	\$ 25,000	\$ 25,000	0.00%
Total Expenses:	\$ 30,961,332	\$ 30,106,332	-2.76%
Net Income/(Deficit)	\$ 0	\$ (0)	

Early Learning Coalition of Brevard County
FY 18,19
Operational Budget

	FY 18.19 Operations VPK	FY 18.19 Coalition Operations SR	FY 18.19 Operations Budget	FY 17.18 Operations Budget orig	\$ Change (if applicable)	% Change (if applicable)
Revenue:						
Office Of Early Learning						
Admin/Non-Direct	430,662	2,528,064	2,958,726	2,728,283	230,443	8.45%
Quality		742,444	742,444	599,754	142,690	23.79%
Inclusion		49,742	49,742	48,293	1,449	3.00%
In-Kind	8,809	57,131	65,940	53,940	12,000	22.25%
VPK Outreach & Awareness Grant Award	10,854		10,854	11,547	(693)	-6.00%
VPK Monitoring Award	12,432		12,432	13,226	(794)	-6.00%
Total Income:	462,757	3,377,382	3,840,139	3,455,043	385,096	11.15%
Expenses:						
Salaries	259,104	2,053,703	2,312,807	2,156,307	156,500	7.26%
Payroll Taxes	24,700	160,200	184,901	171,342	13,559	7.91%
Workers Comp Ins.	1,751	11,358	13,110	11,632	1,478	12.70%
Fringe Benefits	60,702	393,697	454,399	421,795	32,604	7.73%
Total Salaries, Payroll Taxes & Benefits:	346,257	2,618,959	2,965,216	2,761,076	204,140	7.39%
Other Expenses						
Audit	2,672	17,328	20,000	20,000	-	0.00%
Bank Charges & Finance Fees	67	433	500	100	400	400.00%
Computer/Networking	13,217	85,723	98,940	85,000	13,940	16.40%
IT Equipment	4,676	30,324	35,000	35,000	-	0.00%
Dues and Subscriptions	2,164	14,036	16,200	7,000	9,200	131.43%
Employment Costs	534	3,466	4,000	2,500	1,500	60.00%
Equipment Lease	2,204	14,296	16,500	16,500	-	0.00%
Furniture & Fixtures	4,008	25,992	30,000	7,500	22,500	300.00%
Insurance	2,672	17,328	20,000	20,000	-	0.00%
Legal Services	668	4,332	5,000	5,000	-	0.00%
Maintenance/Repairs	2,672	17,328	20,000	20,000	-	0.00%
Office Expense	2,271	14,729	17,000	17,000	-	0.00%
Postage	1,336	8,664	10,000	10,000	-	0.00%
Printing & Copying	1,135	7,365	8,500	8,500	-	0.00%
Public Education Program	10,854	37,009	47,863	49,425	(1,562)	-3.16%
Rent	47,392	307,370	354,761	249,284	105,478	42.31%
Technical Assistance Supplies	-	36,219	36,219	36,219	-	0.00%
Telephone	1,670	10,830	12,500	9,500	3,000	31.58%
Training	1,336	8,664	10,000	10,000	-	0.00%
Travel	4,008	25,992	30,000	15,000	15,000	100.00%
Utilities	2,137	13,863	16,000	16,500	(500)	-3.03%
Unallocated	-	-	0	0	-	0.00%
Other Expenses Total:	107,692	701,292	808,984	640,028	168,956	
In-kind Expenses						
Computer/Networking	3,198	20,742	23,940	11,940	12,000	100.50%
Public Education Program	5,611	36,389	42,000	42,000	-	0.00%
In-kind Expenses Total:	8,809	57,131	65,940	53,940	12,000	22.25%
Total Expenses:	462,758	3,377,382	3,840,139	3,455,044	385,096	11.15%
<i>Difference</i>	0	0	0	0		

Early Learning Coalition of Brevard County
Budget 18.19

<u>Revenue:</u>	FY17.18 Budget Rev 2	FY18.19 Budget	Change %
Office Of Early Learning			
School Readiness Grant Award	\$ 18,372,281	\$ 18,469,881	0.53%
Performance Funding Project (PFP) Grant Award	\$ 498,448	\$ 498,448	0.00%
VPK Grant Award	\$ 11,582,978	\$ 11,530,805	-0.45%
VPK Outreach & Awareness Grant Award	\$ 24,838	\$ 23,348	-6.00%
United Way (all sources)	\$ 262,000	\$ 262,000	0.00%
Child Care Executive Partnerships Partners <i>EPBP</i>	\$ 126,134	\$ 97,600	-22.62%
In-kind Revenue	\$ 47,284	\$ 59,284	25.38%
Contributions/Match (includes CDBG funding)	\$ 44,869	\$ 71,621	59.62%
Match Raising Events	\$ 2,500	\$ 2,500	0.00%
Total Revenue:	\$ 30,961,332	\$ 31,015,487	0.17%
SR Direct Services (Child Care Slots - all funders/match)	\$ 15,575,680	\$ 15,585,504	0.06%
VPK Direct Services	\$ 11,145,660	\$ 11,091,395	-0.49%
ELC Operations	\$ 2,806,996	\$ 3,097,695	10.36%
ELC Quality Initiatives	\$ 648,047	\$ 742,444	14.57%
ELC Quality Initiatives - Provider based contracts (PFP)	\$ 498,448	\$ 498,448	0.00%
Home Visiting Contract	\$ 261,500	\$ -	-100.00%
QRIS Initiative	\$ 25,000	\$ -	-100.00%
Total Expenses:	\$ 30,961,332	\$ 31,015,487	0.17%
Net Income/(Deficit)	\$ 0	\$ -	