



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
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**Board of Directors Meeting
Tuesday, April 16, 2019 at 3:00 pm**

- I. Call to Order
- II. Pledge of Allegiance
- III. Coalition Roll Call by Self Introduction
- IV. Consent Items
 - a. Minutes: March 19, 2019
 - b. Director's Report
- V. Committee Reports
 - a. Executive/Finance Committee
- VI. New Business
 - a. Tax Form 990
 - b. School Readiness Reconciliation Update
 - c. 2019 ELC Provider Conference
 - d. Waitlist status and School age siblings
- VII. Old Business
 - a. Executive Director Selection Updates
 - b. EFS Modernization (Portal) Updates
 - c. Finance Reports
 - d. Melbourne Building Update
 - e. Legislative Update
- VII. Public Comment
- VIII. Adjourn

Next Meeting: May 21, 2019



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting
DATE/TIME: Tuesday, March 19, 2019 at 3:00 p.m.
LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave, Rockledge, FL
MEMBERS PRESENT: Terri Barlow, Alan Bergman, Mark Broms, Robin Buckmaster, Ian Golden, Khaled Jarrah, Althea Puzio, Gena Tiedeman, and Heather Quidort
EXCUSED ABSENT MEMBERS: Victoria Candelora, Lori Duester, Linda Halpin, Jeffrey Harrison, Natalie Jackson, Don Lusk, Beth Mills, Henry Perez
UNEXCUSED ABSENT MEMBERS:
STAFF PRESENT: Gina Sousa, Harriet Paredes, Tina Snyder, Kevin Carraro, Sharlene Humphrey, Jessica Beecham, Michelle Bhaqwandin, Priscilla Ramos, Lisa Diggs, Chinaka Grizzle, Helen Haynes, Jodi Ammons
GUEST PRESENT:
CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was not established at 3:04 p.m. Pledge of allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: February 19, 2019 b. Directors Report	Quorum was not established. All consent items shall be approved at the next full Board meeting, if quorum is established.
Committee Reports	<p>Executive/Finance Committee: Alan Bergman reported to the Board that the Executive/Finance Committee met on Monday February 11, 2019. The agenda items included: March 11, 2019:</p> <ul style="list-style-type: none"> • Legislative Update • AELC Board Meeting - The Committee discussed the meeting that was in Gainesville at the end of February. • Bills – Gina supplied the Committee with the same bill tracking that was sent to the Board <ul style="list-style-type: none"> ○ SB1144 ○ SB970 ○ SB 1594 & HB 1193 • Budget to Actual Report – The Committee reviewed the first two quarters of the Budget to Actual Report and the Committee approved the Budget variances. • Fiscal Monitoring Draft report – To be Discussed later in meeting • Grant Expenditure Review (attached) – The Committee reviewed the Grant Expenditure Review (previously called the Desk Review). Here were no questionable costs • VPK Payment Reconciliation Update – To be Discussed later in meeting • Proposed Revision to PTO Policy – The Board reviewed the new Coalition staff PTO policy • Board Committees – At this time, the Committee feels the Board should table the Committees until the new Executive Director is hired. 	No Action/Follow-up
New Business	Fiscal Monitoring: Gina Sousa informed the Board there were no	No Action/Follow-up

	<p>issues to report regarding the Fiscal Monitoring.</p> <p><u>Melbourne Building Update:</u> Gina Sousa informed the Board that the contractor has broken ground at the new Melbourne office site. The approximate completion date is July or August 2019. Coalition staff will keep the Board updated on the building's process.</p> <p><u>SR Attendance and Reimbursement:</u> The SR attendance and reimbursement is now open in the Portal. However, the Coalitions are asking the Providers not to start using the attendance and reimbursement piece because there are inconsistencies in the system.</p> <p>There are still many issues arising with the Portal and the Coalition is working through the issues as the come.</p> <p><u>VPK Reconciliation:</u> After the VPK payments have been reconciled, there is only about \$95,000 overpayments made to the providers. The repayment plans have been prepared with the seven (7) providers and there are no issues. The repayment plans should be closed out within two (2) months.</p> <p>The Coalition is preparing for SR reconciliation, because this will be a different story. The overpayment estimates are much larger amounts, but there is no way of knowing how much until the Portal in full operation. The timeframe for the SR reconciliation is unknown at this time. The Coalition is already working with the providers to pay back overpayments. The Board will revisit the issue in April and discuss the plan of repayments.</p> <p><u>ELCB Executive Director Search:</u> Mark Broms informed the Board that the Committee has narrowed down the search to four (4) candidates that will be interviewed in person. The Committee will be meeting on March 25 and 27th at the ELCB Melbourne office.</p> <p>Once the in-person interviews are scheduled, the Committee will have narrowed down the selection to two candidates. The finalists will then meet with the local Providers and ELCB staff for oral and written presentations. Invitations to the presentations shall be sent via email to all members of the board.</p>	
Old Business	<u>EFS Modernization (Portal) Updates:</u> Previously discussed in the meeting.	No Action/Follow-up
Public Comment/Board Announcements	Mark Broms inquired about the current legislative discussions in Tallahassee. Gina informed the Board that there is currently a House and Senate bill scheduled for further discussion regarding the distribution of funds to all Coalitions. The funds are new dollars available to ELCs. Legislation would like to see the funds distributed differently and are reviewing the history of why the funds are currently distributed the way they are. Gina will keep	No Action/Follow-up

	the Board updated on this matter as new information arises. Alan Bergman informed the Board of Directors; he is still pursuing the Active Shooter issue at a legislative level and will take to the Governor, if necessary.	
Adjournment	The meeting was adjourned at 3:32 pm	Ian Golden motioned for the adjournment of the Board meeting. Khaled Jarrah seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	April 16, 2019	No Action/Follow up

March 2019 Board of Directors Minutes Approved:

Respectfully Submitted,

[Signature] 5/1/2019.
Signature Date
Executive Coordinator

Approved *[Signature]* 5/1/19
Signature Date
Interim Executive Director