



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
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**Board of Directors Meeting
Tuesday, March 19, 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: February 19, 2019
 - b. Director's Report
- V. Committee Reports
 - a. Executive/Finance Committee
 - b. Committee selections will be held until the new ED is selected.
- VI. New Business
 - a. Fiscal Monitoring
 - b. Melbourne Building Update
 - c. SR Attendance and Reimbursement is open
 - d. VPK Reconciliation
- VII. Old Business
 - a. Executive Director Selection Updates
 - b. EFS Modernization (Portal) Updates
- VII. Public Comment
- VIII. Adjourn

Next Meeting: April 16, 2019

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting
DATE/TIME: Tuesday, February 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, Victoria Candelora, Lori Duester, Ian Golden, Linda Halpin, Jeffrey Harrison, Natalie Jackson, Khaled Jarrah, Don Lusk, Beth Mills, Althea Puzio, Alicia Reyes-Perez, and Heather Quidort
EXCUSED ABSENT MEMBERS: Gena Tiedeman, Henry Perez
UNEXCUSED ABSENT MEMBERS:
STAFF PRESENT:
GUEST PRESENT:
CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established at 3:06 p.m. Pledge of allegiance took place and introductions were conducted.


AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: January 15, 2019 b. Directors Report	Terri Barlow motioned for the Consent Items to be approved. Victoria Candelora seconded the motion. The motion passed unanimously by all Board members.
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: February 11, 2019:</p> <ul style="list-style-type: none"> • Audit Review – To be discussed later in meeting • Titusville CDBG Funding – To be discussed later in meeting • Contract Terminations: J & A Joyful and CG Academy – At this time both centers have had the School Readiness contracts terminated because they both have received notice from DCF that their licenses will be revoked. However, if the centers choose to appeal the license and the DCF license is reinstated the center will need to go through the ELC Review Hearing process to have the School Readiness contract reinstated. All children have been transferred to other centers. 	No Action/Follow-up
New Business	<p>Financial Audit: The audit was presented to the Board by Octavio A. Verdeja and Manny Alvarez with Verdeja, De Armas & Trujillo CPAs. Octavio and Manny introduced themselves and then presented the Board with the FY 2017.18 Early Learning Coalition of Brevard County, Inc. Financial Statements Supplementary Information and Independent Auditors' Report (see attached). No concerns were noted in the report. The Board approved the Early Learning Coalition of Brevard County, Inc. Financial Statements Supplementary Information and</p>	Victoria Candelora motioned to approve the Early Learning Coalition of Brevard County, Inc. Financial Statements Supplementary Information and Independent Auditors' Report June 30, 2018 and 2017. Khaled Jarrah seconded the motion. The motion passed unanimously by all Board members.

	<p>Independent Auditors' Report.</p> <p><u>Melbourne Building Update:</u> Gina Sousa informed the Board the contractor has broken ground at the site where the Coalition's Melbourne office will be relocating in July or August. Previously the move was scheduled to be in November 2018, but there were permitting issues and construction has just began in February 2019. The Board was informed that as of April 2019 the Coalition is not be required to pay rent at the current Melbourne office location.</p> <p><u>VPK Attendance and Reimbursement Deadline met and VPK Reconciliation:</u> The Board was informed by Gina Sousa that all VPK attendance for August 2018 through January 2019 had to be entered by February 20, 2019. All VPK attendance has been entered; however, there were several centers that could not be done because of the complications with the bulk uploads in the Portal. Approximately 117 providers that were overpaid for a total of \$9,700. The notice is scheduled to be sent to the providers this week.</p>	
<p>Old Business</p>	<p><u>Executive Director Transition Update:</u> Mark Broms informed the Board that there were over 75 applications and were narrowed down to 20 applications to be reviewed and rated by the ELC Executive Director Search Committee. Once the Committee members sent in the scores, there were eleven applicants that would be contacted to schedule phone interviews.</p> <p>The Committee meets on February 19, 2019 at 2:00 pm to discuss the schedule and structure of the phone interviews. The Committee agreed to schedule the interviews on March 12, 2019. Alan will be the host and each applicant will be asked the same five (5) questions, each asked by each of the Committee members. The Committee is anticipating to have about 3-5 face-to-face interview on March 25, 2019.</p> <p>The search is going well and there are great candidates. Several of the candidates are local. However, all are from out of the state of Florida.</p> <p><u>EFS Modernization (Portal) Updates:</u> Gina informed the Board there has not been much change in the Portal at this time. There was an issue where the Portal was down while the State work on the fix. Sharlene Humphrey, Family Services Administrator, explained the staff are able to work; however, they have to deal with families that come into the Coalition offices for help. At times, they are not able to complete the information because of issues with the Portal.</p> <p>The project manager of the Portal informed the Coalitions that her last day would be Friday, February 23, 2019. There was a</p>	<p>No Action/Follow-up</p>

	<p>memo from OEL stating the Portal will be monitored, but as long as each case has notes in the system of how work arounds were completed to be able to have families in services no findings will be found.</p> <p>Finance Report and Waiting List/New Enrollment Update: At this time, finance reports cannot be generated because the data is not available. However, at the next Board meeting, VPK should be accurate and SR will still not be available, but can be presented based on an estimate.</p> <p>School Readiness payments are being issued based on estimate and cannot be reconciled until the Portal is functioning properly. It may be possible to present at the April Board meeting, an estimate based on what was last provided.</p> <p>The Coalition staff is stressing the Providers understand that if their centers have be over paid since July 2019, the over payment must be paid back. The statewide contract currently states that a provider may not enter into a new contract if money is owed to the Coalition. However, the OEL is currently reviewing the contract and may issue a variance on regarding the overpayments.</p>	
Public Comment/Board Announcements	Mark Broms informed the Board the importance of finding a new way to find funding for quality for the local early learning programs now that the Children’s Service Council was disband on January 25, 2019. The Board discussed the possibility of working with the local Chambers and have the Board work to put together data to bring to the Chambers. The discussion will continue at the next Board meeting.	No Action/Follow-up
Adjournment	The meeting was adjourned at 4:32 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	March 19, 2019	No Action/Follow up


February 2019 Board of Directors Minutes Approved:

Respectfully Submitted,

 4/3/2019

Signature Date
Executive Coordinator

Approved

 4/3/19

Signature Date
Interim Executive Director



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Director's Report March 2019

State and Office of Early Learning (OEL) Update:

- Gina Sousa attended the Association of Early Learning Coalitions Executive Directors meeting and AELC Board Meeting in Tallahassee, Florida on March 24-26. There was much preparation for meeting with the legislative representatives.
- Executive Directors and Board members met with Rep. Erin Grall to discuss the plan for Funding Methodology and various bills regarding early learning.
- Gina Sousa and other Executive Directors met with Representatives Grall, Altman, Aloupis, Beltran, and Fernandez to share the importance of early learning and explaining the current bills.

Coalition Update:

- The 10th Annual Provider Conference was held April 6th at the Crowne Plaza. The event was sold out. Participants were very vocal with their satisfaction and commended staff on the event. The keynote speaker and vendors were also very pleased the outcomes. Also, Board members who attended seemed to enjoy the event as well. The staff appreciate all the support and participation.
- United Way site visit is scheduled for April 22nd at 10:50. We had a great success story but he parent is unable to attend due to work. We are in the process of setting up two more just in case. Any participation from the board is greatly appreciated.

PROUDLY SUPPORTED BY:



Early Learning Coalition of Brevard County, Inc.
Budget to Actual - Q2
7/1/18 - 12/31/18

Column1	Current Period Actual	Current Period Budget	Yearly Budget	Otr %	Yr %	Budget Balance	Current Surplus (Deficit)	Estimated Surplus (Deficit)	Notes (+ or - 10% of budget)
Personnel Expenses									
Salaries	856,064	1,156,403	2,312,807	74%	37%	1,456,743	300,340	901,019	Open positions budgeted not hired
Payroll Taxes	68,953	92,450	184,901	75%	37%	115,947	23,497	70,492	
Workers' Comp Insurance	4,387	6,555	13,110	67%	33%	8,722	2,167	6,502	
Fringe Benefits	153,900	227,199	454,399	68%	34%	300,499	73,299	219,898	
Total Personnel Expenses	1,083,304	1,482,608	2,965,216	73%	37%	1,881,911	399,303	1,197,910	
Other Expenses									
Audit			20,000		0%	20,000			Audit started, no billing as of 12/2018
Bank Fees	28	250	500	11%	6%	472	222	666	
Computing/Networking	54,710	49,470	98,940	111%	55%	44,230	(5,240)	(15,721)	Renewal licenses **
IT Equipment	20,604	17,500	35,000	118%	59%	14,396	(3,104)	(9,311)	
Dues & Subscriptions	7,347	8,100	16,200	91%	45%	8,853	753	2,259	
Employment Costs	4,071	2,000	4,000	204%	102%	(71)	(2,071)	(6,214)	Additional costs for FSA carryover period not originally budgeted
Equipment Leases	7,564	8,250	16,500	92%	46%	8,936	686	2,058	
Furniture & Fixtures	2,360	15,000	30,000	16%	8%	27,640	12,640	37,920	Budget for new office **
Insurance	9,618	10,000	20,000	96%	48%	10,382	382	1,146	
Legal Services	175	2,500	5,000	7%	4%	4,825	2,325	6,975	
Maint & Repair	6,945	10,000	20,000	69%	35%	13,055	3,055	9,165	
Office Expense	7,138	8,500	17,000	84%	42%	9,862	1,362	4,087	
Postage	1,309	5,000	10,000	26%	13%	8,691	3,691	11,073	Period of no services
Printing	4,419	4,250	8,500	104%	52%	4,081	(169)	(507)	
Public Education	22,853	23,932	47,863	95%	48%	25,010	1,078	3,234	
Rent	123,661	177,381	354,761	70%	35%	231,101	53,720	161,160	Rent increase delayed until April 2019 **
Telephone	3,984	6,250	12,500	64%	32%	8,516	2,266	6,797	Phones for new employees budgeted for entire year, not hired until Spring 2019
Training/Conf/Meetings	10,333	5,000	10,000	207%	103%	(333)	(5,333)	(15,999)	Change in staffing required additional training
Travel	5,989	15,000	30,000	40%	20%	24,011	9,011	27,033	Travel for new positions budgeted for entire year, not hired until Spring 2019
Utilities	8,293	8,000	16,000	104%	52%	7,707	(293)	(878)	
TA Supplies/Quality Materials	7,128	18,110	36,219	39%	20%	29,091	10,981	32,943	Majority of funds for Annual Provider Conference in April 2019
Total Other Expenses	308,529	394,492	808,984	78%	38%	500,454	85,962	257,887	
	1,391,834	1,877,100	3,774,199	74%	37%	2,382,366	485,266	1,455,798	

** Current Budget is straight-line projection

Early Learning Coalition of Brevard County, Inc.
Budget to Actual - Q1
7/1/2018-9/30/2018

Column1	Current Period Actual	Current Period Budget	Yearly Budget	Qtr %	Yr %	Budget Balance	Current Surplus (Deficit)	Estimated Surplus (Deficit)	Notes (+ or - 10% of budget)
Personnel Expenses									
Salaries	387,196	578,202	2,312,807						
Payroll Taxes	33,506	46,225	184,901	67%	17%	1,925,611	191,006	573,018	Open positions budgeted not hired
Workers' Comp Insurance	2,239	3,277	13,110	72%	18%	151,395	12,719	38,158	
Fringe Benefits	68,022	113,600	454,399	68%	17%	10,870	1,038	3,114	
Total Personnel Expenses	490,963	741,304	2,965,216	60%	15%	386,377	45,578	136,734	
Other Expenses									
Audit		-	20,000		0%	20,000	-	-	
Bank Fees	5	125	500	4%	1%	495	120	360	
Computing/Networking	21,554	24,735	98,940	87%	22%	77,386	3,181	9,544	
IT Equipment	14,021	8,750	35,000	160%	40%	20,979	(5,271)	(15,813)	IT items purchased on as needed basis **
Dues & Subscriptions	5,791	4,050	16,200	143%	36%	10,409	(1,741)	(5,224)	Some dues are paid at beginning of year **
Employment Costs	1,300	1,000	4,000	130%	33%	2,700	(300)	(900)	**
Equipment Leases	2,665	4,125	16,500	65%	16%	13,835	1,460	4,380	
Furniture & Fixtures	2,200	7,500	30,000	29%	7%	27,800	5,300	15,900	
Insurance	3,206	5,000	20,000	64%	16%	16,794	1,794	5,382	
Legal Services		1,250	5,000	0%	0%	5,000	1,250	3,750	
Maint & Repair	2,573	5,000	20,000	51%	13%	17,427	2,427	7,282	
Office Expense	2,450	4,250	17,000	58%	14%	14,550	1,800	5,401	
Postage	69	2,500	10,000	3%	1%	9,931	2,431	7,293	
Printing	2,476	2,125	8,500	117%	29%	6,024	(351)	(1,052)	Brochures are printed on an as needed basis **
Public Education	10,197	11,966	47,863	85%	21%	37,667	1,769	5,308	
Rent	41,220	88,690	354,761	46%	12%	313,541	47,470	142,410	Rent increase not budgeted until November 2018
Telephone	1,619	3,125	12,500	52%	13%	10,881	1,506	4,519	
Training/Conf/Meetings	8	2,500	10,000	0%	0%	9,992	2,492	7,476	
Travel	2,009	7,500	30,000	27%	7%	27,991	5,491	16,472	
Utilities	4,819	4,000	16,000	120%	30%	11,181	(819)	(2,457)	Higher summer months, should even out over year
TA Supplies/Quality Materials	618	9,055	36,219	7%	2%	35,601	8,437	25,310	Majority of funds for Annual Provider Conference in April 2019
Total Other Expenses	118,799	197,246	808,984	60%	15%	690,185	78,447	235,342	
	609,761	938,550	3,774,199	65%	16%	3,164,438	328,789	986,366	

** Current Budget is straight-line projection