



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
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## Executive/Finance Committee Meeting

December 10, 2018 3:30 pm

Approval of November 13, 2018 Minutes

Transition Planning

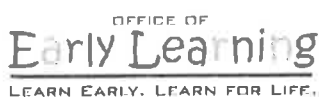
PEARLS Status

Annual Performance Review of Executive Director

Next Meeting: January 14, 2019

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## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Tuesday, November 13, 2018 at 3:00 pm  
**LOCATIONS:** Early Learning Coalition of Brevard County, 1018 Florida Ave, Rockledge, FL 32955  
**MEMBERS PRESENT:** Alan Bergman, Chairperson, and Jeffrey Harrison, Vice Chairperson, 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  
**GUEST/PUBLIC:** N/A  
**START TIME:** November 13, 2018 at 3:11 pm

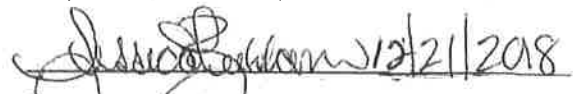
AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: October 8, 2018:</b> No changes were made to the meeting minutes.	Beth Mills motioned for the minutes to be approved. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
Year End Budget to Actual	Cathie reviewed the Year End Budget to Actuals with the Committee. The only item to note was to the Telephone line item because more ELC staff are in the field and require phone services. Fiscal Year 17.18 has officially closed. At the full Board meeting, the financial reports provided will be based on estimates due to continued challenges with the EFS Modernization system.	No Follow-up/ Action
Legislative Update	<p><b>AELC Priorities:</b> Sky presented the Committee with the AELC 2019 Legislative Priorities (see attached). The AELC members will be sharing the handout during meetings with legislators. Committee weeks begin in December and session begins in March. The Committee reviewed the handout that includes information regarding only two main issues: Increase quality of and investment into VPK Program and implementing a valid measurement of learning gains.</p> <p><b>Melbourne Chamber Update:</b> Sky informed the Committee that the Policy Director of the Melbourne Regional Chamber attended the early learning and business event in St. Lucie. Sky attended a recent Government Affairs Committee meeting and discussed with them further the role of early childhood as part of their education priorities. At this time, a summary of the AELC priorities are listed under the Melbourne Regional Chamber's education priorities.</p>	No Follow-up/ Action
Contracted Terminations	<b>Review Hearing Outcome:</b> The Committee discussed the termination of the local Child Care Provider due to the non-	

	<p>compliance. The Review Hearing took place on March 22, 2018 and consisted of Mark Broms, Lori Duster, and Victoria Candelora. At the hearing no new information as presented. The Review Hearing Committee was required to make a decision at the meeting; one of the members felt the time to fix the non-compliance issues was during the probation period and agreed with the Coalitions' decision of termination and not to contract with the Provider for 5 years. Other members agreed with the FY 18.19 contract be terminated, but did not agree with the Provider not being able to have a School Readiness contract for 5 years. However, the members requested that the Coalition staff research the ability to make the Provider's 19.20 contract conditional upon having the noncompliance items addressed. OEL stated that the Coalition cannot place additional requirements on the provider other than what the contract already includes. The last payment to the Provider has been difficult based on the paperwork that has been submitted. The Coalition staff is still asking for documents to be able to make the last payment.</p> <p><b><u>Out of County Contract Termination:</u></b> The Committee was informed of a situation that occurred with an out of county Provider; this is the first time this type of situation has happened. The Provider attended the Brevard County Provider Meeting in October where ELC staff spoke about incident reporting and how the provider contract requires certain items to be reported to Coalition staff. After the meeting, the owner disclosed an incident that should have been reported. The center is in Sebastian and the incident happened in July 2018. As of November 13, 2018, ELC of Indian River, Martin and Okeechobee Counties as terminating their contract with TLC Preschool of Sebastian Inc. However, there are no rules action other ELCs must take when one ELC elects to terminate. The Committee reviewed the letter that was sent from the owner to ELC of IRMO (see attached).</p> <p>The Committee discussed the various ways ELC of Brevard may or may not take action. The ELC of Brevard staff will meet with an attorney to be advised regarding this contract and take appropriate action based on information obtained from the attorney.</p>	
<p><b>Pearls Participation Update</b></p>	<p>Alan presented the Committee with a letter that was written by two law enforcement officers after he provided the link to review the PEARLS training video (see attached). Alan voiced his concerns over the PEARLS program and the statewide implementation of the program. Sky will be meeting with the attorney to discuss the Committee's liability concerns.</p>	
<p><b>Annual Performance Review of Executive Director</b></p>	<p>The Committee received the information to review for the next meeting. The Committee will discuss the performance review of the Executive Director at the publicly noticed December Committee Meeting.</p>	


Public Comment		No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:33 pm	Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	December 10, 2018 at 3:30 pm	

November 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

  
 Signature Date  
 Executive Coordinator

Approved

  
 Signature Date  
 Executive Director