



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, August 13, 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, Vice Chairperson,

EXCUSED ABSENT MEMBERS: Beth Mills, Secretary

UNEXCUSED ABSENT MEMBERS: N/A

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

GUEST/PUBLIC:

START TIME: August 13, 2018 at 3:36 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: June 11, 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.
Children's Services Council update	<p>Sky updated the Committee regarding the status of the Children's Services Council conversation and the vote to have the referendum added to the November ballot. The vote did not pass at the recent County Commission meeting. A follow up meeting of the Council has been scheduled to discussion any potential next steps.</p> <p>The Committee discussed the history of the CSC discussion in the community, what strengths were highlighted and lessons learned. Sky will keep the Committee informed regarding the next steps the CSC will be making in upcoming months.</p>	No Action/Follow-up needed
EFS Modernization Update	<p>Sky informed the Committee that on July 2nd the next large release was launched for the new statewide data system (EFS Modernization). This is the primary data system that Coalition staff utilize to perform daily tasks.</p> <p>Sky explained the significant data migration issues Brevard experienced. ELC of Brevard staff are continually in contact with the Office of Early Learning to share issues with the system development and data that are being seen. There are significant issues with the system and staff are managing the work in the new system as best as they can. The attendance and payment features that were to be deployed in the new system have had to be placed on hold by the development team. Coalition staff are awaiting guidance from OEL regarding contingency plans</p>	No Action/Follow-up needed

	related to payments for School Readiness and VPK services.	
School Readiness Provider Contract Termination	The School Readiness contract termination discussion has been postponed until next month. Currently, a School Readiness provider in Palm Bay is on contract probation. According to the contract, the provider is approaching the deadline to submit additional documents and the Coalition will wait until that date before further discussing possible contract termination. There are about 30 School Readiness children currently enrolled with the provider. There are a few other contracted School Readiness providers within 6-7 miles where families will be able to transfer.	No Action/Follow-up needed
Meeting with Provider Representatives	The three Board of Director Provider Representatives and Sky meet for a publicly noticed lunch meeting to discuss the needs of the provider community and how the Provider Representatives can best fulfill their role on the Board.	No Action/Follow-up needed
Public Comment	Mark inquired about the Annual Meeting. Sky informed the Committee that possible agenda items will be discussed at the Board meeting next week. Mark also inquired as to the status of the Melbourne lease. Coalition staff has met with the developer and the new lease was sent to the Coalition's lawyer for review. Feedback was provided to the developer in a subsequent meeting. The next step is for Coalition staff to meet with the developer and the architect and begin the design process. The Committee will be kept updated on the status.	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:37 pm	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.
Next Meeting	September 10, 2018 at 3:30 pm	

August 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved

Signature

Date

Signature

Date

Executive Coordinator

Executive Director



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

August 13, 2018 3:30 pm

Approval of June 11, 2018 Minutes

Children's Services Council Update

EFS Modernization Update

School Readiness Provider Contract Termination

Meeting with Provider Representatives

Next Meeting: September 10, 2018

PROUDLY SUPPORTED BY:





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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: March 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


<p>Agency Budgets</p>	<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. Beth Mills seconded the motion. The motion passed unanimously by all Executive/Finance Committee members.</p>
<p>PTO Payout Policy Follow up</p>	<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>
<p>July Meetings</p>	<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>
<p>Public Comment</p>	<p>N/A</p>	<p>No Action/Follow-up needed</p>
<p>Adjournment</p>	<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>
<p>Next Meeting</p>	<p>July 9, 2018 at 3:30 pm</p>	

June 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

 8/13/2018
Signature Date
Executive Coordinator

Approved

 8/13/18
Signature Date
Executive Director