



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

February 11, 2019 3:30 pm

Approval of January 14, 2019 Minutes

Audit Review

Titusville CDBG Funding

Contract Terminations

- J & A Joyful
- CG Academy

Next Meeting: March 11, 2019 3:30 pm

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, January 14, 2019 at 3:00 pm

LOCATIONS: Early Learning Coalition of Brevard County, 1018 Florida Ave, Rockledge, FL 32955

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

EXCUSED ABSENT MEMBERS:

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Jessica Beecham, Executive Coordinator, Tina Snyder, Director of Human Resources, Gina Sousa, Interim Executive Director

GUEST/PUBLIC: N/A

START TIME: January 14, 2019 at 3:31 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	Minutes: December 10, 2018: 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.
Transition Status and Letter of Appointment of Interim Executive Director	<p>The Letter of Appointment of Interim Executive Director was signed by Alan Bergman.</p> <p>The Executive Director's position has been posted, over 50 resumes have been received. The job posting will close on Friday, January 18, 2019.</p> <p>The Selection Committee is being finalized. The Board Representatives have been selected; however, the ELC staff representative is in the process of being selected. The Board representatives will be: Alan Bergman, Mark Broms, Jeffery Harrison, and Heather Quidort.</p> <p>The Selection Committee will be moving forward with the hiring process and have full confidence with the ELC Leadership to continue with all Coalition business and decisions during the process.</p>	No Follow-up/ Action
Legislative Update	<p>Brevard County Delegation Meeting (January 15 at 5:00 pm):</p> <p>Gina will be attending the Brevard County Delegation Meeting in Palm Bay tomorrow after the full Board meeting. Gina will be discussing the Coalition priorities.</p> <p>Mark informed Gina that the Children Services Council will be meeting Wednesday, January 16, 2019 at 3:00pm at the Health Alliance Building in Rockledge. Gina will be attending.</p>	No Follow-up/ Action
Contract Terminations Update	Gina updated the Committee regarding the current appeal process for J&A Joyful. The Review Hearing Committee has been scheduled for Thursday, January 24, 2019 at 2:00pm at the Children's Center in Titusville. At this time DCF is still investigating the center and may revoke the center's operating license. If the license is revoked there will not be a Review Hearing, but Gina will still meet with the Provider to explain the next steps.	No Follow-up/ Action

	<p>In addition, CG Academy contract has been terminated and the letter was sent out on Friday, January 18, 2019. There are about 47 children in the center and Coalition Eligibility staff will begin transferring the children once the Coalition has been notified that the owner has received the letter. However, if there is a request of an appeal the children will not be transferred until after the process is complete.</p> <p>Alan requested an email be sent to the full Board regarding the updates for both centers.</p>	
Public Comment	<p>Alan took this time to notified the Committee that his wife is injured and has been admitted to a rehabilitation center. He is also in the process of moving and may not be available at all times for Coalition business.</p> <p>The Committee discussed the current status of the Portal and the how the Providers are registering their complaints with the State. Gina informed the Committee that the State has a weekly call where all users are able to call and voice their complaints.</p> <p>Alan informed the Committee that he is still working on the Active Shooter issue and has met with Rep. Erin Grall to discuss funding and the training video from Manatee Co. The Committee discussed how this is no longer Coalition business.</p> <p>Tina Snyder, Director of HR, discussed with the Committee the possibility of Sky Beard's PTO pay-out being increased from the 80 hours to 140 hours. The Committee agreed that the Coalition will follow the current policy.</p>	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 5:03 pm	<p>Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting.</p> <p>Beth Mills seconded the motion. The motion passed unanimously by all Board members.</p>
Next Meeting	February 11, 2018 at 3:30 pm	

January 2019 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

 2/20/19

Signature

Date

Executive Coordinator

Approved

 2/20/2019

Signature

Date

Executive Director