



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

January 14, 2019 3:30 pm

Approval of December 10, 2018 Minutes

Transition Status and Letter of Appointment of Interim Executive Director

Legislative Update

- Brevard County Delegation Meeting (January 15 at 5:00 pm)

Contract Terminations Update

Next Meeting: February 11, 2019

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## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting

**DATE/TIME:** Tuesday, December 10, 2018 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:** Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, Tina Snyder, Director of Human Resources, Gina Sousa, Director of Program Initiatives

**GUEST/PUBLIC:** N/A

**START TIME:** December 10, 2018 at 3:31 pm

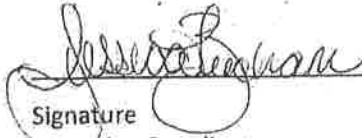
AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: November 13, 2018:</b> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
Transition Planning	<p>The Committee began the discussion regarding transition planning for the Executive Director position. At this time, Beth Mills excused herself from the discussion. The Committee discussed the responsibilities of an Interim Executive Director and recommended Gina Sousa, the current Director of Program Initiatives, to serve in this role effective January 7, 2019. The Committee discussed Gina's current role and responsibilities and her abilities to serve as the Interim Executive Director. Jeffrey Harrison inquired about the role the Interim will have outside the organization within the community and around the state. After some discussion, the Committee decided to continue the remainder of the transition discussion and have Gina come into the meeting at the end and discuss with her the Interim position.</p> <p>The Committee discussed and reviewed the updated Executive Director job description, characteristics/skillset of the new hire, posting of the position, the composition of the hiring committee, role of ELC staff, interview process, format, questions, the timeline for the hiring process, and Sunshine law reminders. Since there was some interest expressed by members at the November full Board meeting, all Board members will be given the option to be on the Hiring Committee. Mark Broms was established as the primary contact as it may be helpful in the future for Coalition staff to have a main point person for timely decision making. The Director of Human Resources will be posting the position and start scheduling the phone interviews by the end of January.</p>	


	The Interim Executive Director salary was discussed and an offer letter will explain the position and temporary salary increase. Gina Sousa joined the Committee meeting and Alan Bergman offered the position of Interim Executive Director. Gina accepted the position and will be meeting with Sky to discuss the transition process.	
<b>PEARLS Status</b>	<p>Sky gave the Committee an update regarding her meeting with Brevard Public Schools security staff about PEARLS and the lack of emergency notification process for child care centers. The security staff was very interested in assisting with a solution to this communication gap. In follow up discussions, BPS security staff requested a list of all contracted child care providers in Brevard and they will develop a new emergency notification protocol which will include notification to local child care providers. When law enforcement notifies the School Resource Officers (SRO) of an emergency situation, the SROs will then be responsible for notifying local child care providers in their area. Because a local solution has been identified, the Committee discussed that a formal notification should be sent to OEL and the ELC of Manatee County stating that the ELC of Brevard will not be participating in PEARLS.</p> <p>Alan informed the Committee that he has contacted Rep. Randy Fine, Rep. Erin Grall and a lobbyist about his concerns with the PEARLS program and its funding. He also plans on sharing his views through the ELAC Best Practices Committee. The Committee discussed the importance of legislative relationships and how communication with legislators is an important part of our work and should be made in context with other talking points as well.</p>	<b>No Follow-up/ Action</b>
<b>Annual Performance Review of Executive Director</b>	The Committee members completed the annual performance review of the Executive Director. A copy is to be provided to the Director of Human Resources.	<b>No Follow-up/Action</b>
<b>Public Comment</b>		<b>No Action/Follow-up needed</b>
<b>Adjournment</b>	The meeting was adjourned at 5:30 pm	<p><b>Mark Broms motioned for the adjournment of the Executive/Finance Committee meeting.</b></p> <p><b>Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.</b></p>
<b>Next Meeting</b>	January 14, 2019 at 3:30 pm	

December 2018 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

*Approved*

  
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Signature Date  
Executive Coordinator 1/20/2019

  
\_\_\_\_\_  
Signature Date  
Executive Director 1/20/2019