



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Wednesday, May 19, 2020 at 3:00 p.m.
LOCATION: 2671 W Eau Gallie Blvd Melbourne, FL 32935
MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Caitlin Rice (Zoom), Beth Mills (Zoom)
ABSENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Greg Thomas
GUEST/PUBLIC:
START TIME: May 19, 2020 at 3:07 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Review of Meeting Minutes	April 29, 2020 minutes were reviewed	No Action
Chairman Message	<ul style="list-style-type: none"> • Call to Order • ELC 100% teleworking 	No Action
Executive Director Report	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> • <u>State and Office of Early Learning (OEL) Updates</u> • OEL Executive Director update calls – weekly • OEL Webinars and Electronic Updates • Florida Chamber of Commerce – Learners to Earners Summit, June 16th Orlando/Virtual • <u>Coalition Update</u> • COVID-19 Operations and ELC Agency Re-Opening Plan. Staff working in 100% teleworking program since March 20th. We are preparing the office buildings for safety and health measures for staff and clients and providers and will have full staff on-site May 26th but closed to the public. Starting June 1st, we will be OPEN to public with limited lobby hours and scheduled appointments for clients. • An RFP for IT managed services and an RFP for audit services completed and received by May 11th. • We only received #1 proposal per request. Due to the financial threshold of the bid amounts we will proceed with a RFP committee comprised of staff and two Board members to review, select and recommend to the Board. RECOMMENDATION – <i>we have only one response to each, we should probably go with those for a year then revisit as the timeline is limited OR if the Audit firm is not qualified to handle a single audit for a</i> 	Ongoing

firm of our size, renew with our current firm for one year then revisit.

- Preparing a cost benefit analysis for satellite office space in Titusville and Palm Bay.
- Accepted into LEAD Brevard Class 2020 program. Orientation reception scheduled Sept 2020.
- Provider updates and communications ongoing. To date we have 82 OPEN private providers and 72 CLOSED providers. The Department of Education/Office of Early Learning is encouraging and incentivizing program for First Responders and Healthcare Professionals to continue to stay open and re-opening centers to provide care for essential workers.
- ELC utilized Quality budgeted funds to assist providers with additional incentive funds for remaining open/emergency closures during first period of the COVID-19 stay at home executive order. Ninety-seven (#97) providers received funding assistance April 24th – May 1st. The Executive/Finance committee approved the budget allocation and Board updated in April of the action.
- City of Palm Bay has awarded ELC \$30,000 CDBG grant funds for direct services – this is increase of \$9,000 dollars from prior grant award.
- United Way grant pending award notice and applying for \$100,000 special fund to support the First Responders and Healthcare Professionals program and Professional Development program from OEL.
- Building initial Match fund campaign for the Fall to include an Inaugural Gala event. Developing our Business and Corporate Cultivation plan with local Business Initiative, EDC and Melbourne Chamber. Leading corporate prospects include Boeing, L3, Lockheed Martin, KSC, Nemours, Aerion, Barry University.
- Board Development and recruitment. Recruiting during COVID-19 been challenging but continuing to remain in contact with Patrick Culhane, Suntrust and new referral from Caitlin, Lori Huertas from Barry University. At this point, we need two PRIVATE SECTOR representatives (non Governor appointee) and two PRIVATE SECTOR (Governor Appointee). In addition, we have two retiring Board members and those two MANDATED seats need to be replaced. Working with Board Chair to appoint Nominating committee and By-Laws committee.
- Board Training – secured FREE 6-part webinar series conducted by The Board Doctor. Started last Friday,

	<p>May 15th and will continue until July. As part of our Accountability Audit findings as well as the HR Recommendation report and initial OEL Special Review comments, Board training is necessary. We are required to track and record Board attendance at the trainings.</p> <ul style="list-style-type: none"> • Partnership with Orlando Science Museum for STEM grant for classroom training and development for providers. • Continuing internal realignment with promotional opportunities and filling vacant staff positions. Focus on quality initiatives for providers, access and engagement for families and fund development and cultivation. • <u>March Meeting Follow-Ups</u> • OEL Special Review is still outstanding. Program Integrity Unit is working hard to get it to the Board by mid-March. • ELC Brevard Spring Provider meeting will be this Wednesday, March 11th at Department of Health building. And the Annual Provider Conference is developing great sponsors and vendors for the event on April 18th. • Staff team building session on 2/28 called True Colors. Very positive feedback and working to add more trainings for entire staff. In addition, new Director will be developing web-based trainings for all staff. • Board Development – Patrick Culhane, Suntrust and Guy Klenke, Investor have expressed interest in serving on the Board. They both fulfill the private sector requirement per By-Law requirement. 	
Finance Report	<p>Greg Thomas reports :</p> <ul style="list-style-type: none"> • Due to parent fees (roughly \$190,00/month) and provider incentives there is no longer a surplus of \$600,000 • May need to allocate additional funds from the state which shouldn't be a problem • May be able to extend budget • 401K 3% per staff across the board equals about \$45,000 which was part of original budget • Audit deadline has been extended until September 30, 990 deadline has also been extended 	No Action

May 19, 2020 ELC/Finance Committee Meeting Minutes Approved at June 23, 2020 Board of Directors Meeting: