



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

February 10, 2020 3:30 PM

2671 Suite 102 W. Eau Gallie Blvd.

Melbourne, FL 32935

Welcome and Call to Order

Review of January 6, 2020 Minutes

Finance Report

Executive Director Report

New Business

Public Comment

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EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Monday, January 6, 2020 at 3:30 p.m.
LOCATION: Early Learning Coalition of Brevard, 2080 W. Eau Gallie Blvd. Melbourne, FL 3235
MEMBERS Alan Bergman, Mark Broms, Beth Mills
PRESENT:
ABSENT: Jeffrey Harrison
STAFF PRESENT: Laura Gambino, Jeannie Williams, Gina Sousa, Tina Snyder, Sharlene Humphrey, Dennise Milan
GUEST/PUBLIC: Sarah Reiner, Attorney, GrayRobinson
START TIME: January 6, 2020 at 3:33 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	Minutes, December 9 , 2019:	Beth Mills motioned for the minutes to be approved. Mark Broms seconded the motion. The motioned passed unanimously.
Finance Report	Budget Revision- Greg Thomas requested \$40,000 be moved from Salaries and Benefits to Contractors to bring down the overages in the Salary and Benefit section due to position vacancies.	Mark Broms made a motion to move the \$40,000 to Contractor from Salary and Benefits. Beth Mills Seconded the motion. The motioned passed unanimously.
OEL Special Review	No update	Ongoing
GrayRobinson Status Update	<p>Sarah Reiner, Attorney from GrayRobinson reported her preliminary findings:</p> <ul style="list-style-type: none"> • There needs to be Board Governance training • Executive Director has the ultimate authority to make changes. • No concern bringing in consultants that you have previously worked with, in fact it's a good thing because the trust factor is there. • The fact that the HR Director was asked to fire an employee while the ED was out of town is a normal business practice. • Staff reports issues with communication and management style. • The fact that 1/4 of the staff at ELC has left in the last year is concerning. • No Hostile work environment • No violations of rules, regulations as far as discrimination factors. • Complaints do not rise to whistleblower. 	Mark Broms made a motion for Jeannie Williams to get a tape of this meeting to Jeffrey Harrison and for Alan Bergman to contact OEL for an update and also that Sara Reiner would bring her findings and her recommendations to the full Board on January 21, 2020. Beth Mills seconded the motion. The motioned passed unanimously.

	<p>Beth Mills requested information about ¼ of the staff leaving ELC and would like to know under whose leadership or what timeframe these employees left.</p> <p>Beth Mills expressed dismay that the Board never had any complaints from any employees</p>	
Forensic Audit RFP review	Greg Thomas explained the RFP and the edits that were made.	Beth Mills made a motion to approve the RFP as it stands and to table the Forensic Audit for now. It won't be moved on until deemed necessary and the Exec committee gives Alan Bergman the authority to make the decision. Mark Broms seconded the motion. The motion passed unanimously.
Executive Director report	<ul style="list-style-type: none"> • Annual Toy Drive- Laura shared a Christmas card from a recipient of the Toy Drive expressing his gratitude and also an email from Kathy Filgueiras who shared a story of a Grandmother raising 5 grandchildren and the absolute gratitude she had and how she cried when she picked up the toys. • Samrtcare and Business Leadership proposal- tentative meetings scheduled. • OEL special review is ongoing. • Board Development – 2 new Board Prospective meetings is ongoing. Continuing recruitment efforts. • Partnership with Children's movement to present a screening of No Small Matter with Brevard Public Schools, Melbourne Chamber and Space Coast Economic Development Council. • Provider Termination Update – Review committee met on December 9 and motioned to uphold the staff recommendation of termination of N.B.C. • Annual staff evaluations and reviews are being completed and finalized week of January 6th. • Melbourne office move is beginning this week. The phone install and training has moved to next week. Targeting January 17th for the move of the current Melbourne office to move to new location. • Legislative update – draft outline attached. 	Ongoing
Adjournment	The meeting was adjourned at 5:26 p.m.	Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed Unanimously.

January 6, 2020 ELC/Finance Committee Meeting Minutes Approved at February 18, 2020 Board Meeting:
Respectfully Submitted, *Approved*

Signature

Date

Signature

Date

Executive Coordinator

Executive Director