



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
FAX: (321) 637-7244

Executive/Finance Committee Meeting

September 9th, 2019 3:30 PM

Melbourne Office

Approval of August 12th, 2019 Minutes

School Readiness SR Reimbursement 2018.2019

Melbourne Building Update

Executive Director Introductory Evaluation

Next Meeting: October 7th, 2019 ***Note date change****

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EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Monday, August 12, 2019 at 3:30 p.m.
LOCATION: Early Learning Coalition of Brevard, 2080 W. Eau Gallie Blvd, Melbourne, FL 32935
MEMBERS Alan Bergman, Mark Broms, Jeffrey Harrison, Beth Mills
PRESENT:
STAFF PRESENT: Laura Gambino, Cathie Odom, Tina Snyder, Sandra Diaz
GUEST/PUBLIC: n/a
START TIME: August 12, 2019 at 3:33 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	Minutes, July 8, 2019:	Jeff Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motioned passed unanimously by all Executive Committee Members.
Agency Budget Update	<p>FY 19.20 Agency Budget-Revision 1: Cathie reviewed the revised Agency Budget - Revision 1 (<i>see handout</i>) Notice of Award was received with 2 revisions. OEL incorporated the Performance Funding Project (PFP) Grant Award, and it is all in SR Direct Services. No changes were made in VPK. Outreach and Awareness grant decreased; used for monitoring and outreach.</p> <p>United Way have awarded \$268,051. The additional \$5,000 is from contributions designated for the Coalition during the annual campaign.</p> <p>Direct Services - based on the estimated amount allocated funds for PFP \$335,000.00 were moved \$41,000 to direct services to cover the Overall reduction performance grant.</p> <p>Cathie asked the board committee and recommended to bring to the full board the revisions of the Agency budget 19.20 – Revision 1.</p>	Jeff Harrison motioned recommending to bring the revisions to be approved by the full board. Mark Broms seconded the motion. The motioned passed unanimously by all Executive Committee Members.
Executive Director Report	<p>Laura reported to the board committee the following bulleted key points: (<i>see handout</i>)</p> <ul style="list-style-type: none"> ● Attended the AELC and One Goal Conference in Tampa July 15 -19, 2019. ● Attended a couple of Community Outreach meetings with Community Foundation, Brevard Family Partnership, 	No Action/Follow-up needed

	<p>Meet the Money Seminar, Melbourne Chamber, Space Coast Economic Development Commission, PBS.</p> <ul style="list-style-type: none"> ● <u>LEAD Brevard</u> – awaiting if our project has been chosen decision week of August 19, 2019. ● <u>Smartcare</u> Pilot opportunity for providers, Initial demo 8/15 ● <u>Footsteps2Brilliance</u>- It's an application Model Innovation district meeting with Director of Program Initiatives ● <u>Media and Market plan</u>: Reviewing and determining which contracts will consider for FY19.20. ● <u>Melbourne & Titusville Offices</u>: Laura asked for our attorney to review the new leases for new ELC locations. ● <u>OEL Leadership Changes</u>: New Executive Director Shan Goff ● <u>Organizational Staffing & Training Plan</u>: Reviewing of organization staffing and training plan; Executive Coordinator position to be filled by the end of August 2019. ● <u>Information Technology</u>: Met with new IT Service Company possibly transitioning and piggyback from ELC of Gainesville contract. Our current IT contract has expired also been giving us service issues. ● <u>United Way</u>: Laura will be speaking out as part of our success to the united way kickoff campaign. ● <u>Annual Board Meeting</u>: We are securing the location and discussed nominating board officers at our next scheduled board meeting. ● <u>Consulting Services</u>: Analysis review helping ED with all SR Contracts. Consultant has 15 yrs. of experience and former COO in Broward County. ELC review based on national model, Laura not saying we are not ready for accreditation and adds using their frame checklist the way we look at our procedures, systems look at organizational chart and staffing needs. A couple of open position filling our IT position, HR assistant, and procurement grant writer and Executive Coordinator. 	
<p>School Readiness SR Match</p>	<p>Laura reported we have secured Match from CDBG Funders and United Way for this fiscal year at a 16:1 match. Moving forward will be dollar for dollar in match still determining how to request funding on next year's applications. Additional information to come as time gets closer.</p>	<p>No Action/Follow-up needed</p>
<p>Melbourne Building Update</p>	<p>Expected Occupancy September 30, 2019 and moving date October 31, 2019.</p>	<p>Ongoing</p>

