



**EARLY LEARNING COALITION
OF BREVARD COUNTY, INC.**



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Monday, December 9, 2019 at 3:30 p.m.
LOCATION: Early Learning Coalition of Brevard, 1018 Florida Ave, Rockledge, FL 32955
MEMBERS Alan Bergman, Mark Broms, Beth Mills, Jeffrey Harrison
PRESENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Gina Sousa, Tina Snyder, Harriet Paredes, Sharlene Humphrey, Kevin Carraro
GUEST/PUBLIC: Reginal Williams, Andrea Ward
START TIME: December 9, 2019 at 3:33 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Introduction of OEL Team	Introduction of OEL Team, Reginal Williams and Andrea Ward	None
Approval of Meeting Minutes	<u>Minutes, November 25, 2019:</u>	Jeffrey Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motioned passed unanimously.
Forensic Audit	Plan to review the Forensic Audit RFP at the January 6, 2020 Exec/Finance meeting.	Mark Broms made a motion to wait until the January 6, 2020 meeting to finalize the Forensic Audit RFP. Jeffrey Harrison Seconded the motion. The motioned passed unanimously.
Executive Director's Report	<ul style="list-style-type: none"> • OEL Monthly Executive Director Update Calls • Florida Chamber Future Forum. • Children's Movement Brevard Outreach Meeting, Nov 4th • VPK Transition to Kindergarten Regional Meeting Nov 21st, Daytona Beach (Dr. Mills) • Wipfli Finance and Budget training, Dec 2-4, Orlando • Continual review of Agency Priorities and Operational needs. • Annual Toy Drive 	Ongoing
Melbourne Building Update	Certificate of Occupancy issued on November 19. Operations and move in in process; hopeful to have all phones, IT furniture and equipment delivered to site by December 20, 2019 with phase 2 beginning week of January 6 th .	Ongoing
New/Old Business	Alan Bergman met with OEL Laura Gambino stated about the survey OEL sent out and OEL reported 39 employees thus far have participated.	Ongoing

Adjournment	The meeting was adjourned at 4:50 p.m.	Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board Members.
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December 9, 2019 ELC/Finance Committee Meeting Minutes Approved at January 6, 2019 Exec/Finance Meeting:

Respectfully Submitted,

Approved

Jeanne Williams *1/7/2020*

Signature

Date

J. Gamble *1.7.2020*

Signature

Date

Executive Coordinator

Executive Director