



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

**Board of Directors Meeting  
Tuesday, March 17, 2020 at 3:00 pm  
2671 W. Eau Gallie Blvd.  
Suite 102  
Melbourne, FL 32935**

I. Call to Order

II. Pledge of Allegiance

III. Chairman Update

IV Committee Reports

- a. Minutes: Board of Directors February 18 , 2020
- b. Minutes: Exec Finance February 10, 2020
- c. Finance Report
- d. By-Laws Committee
- e. Nominating Committee
- f. Executive/Finance Committee

ACTION ITEM  
ACTION ITEM

V. Executive Director's Report

VI. New Business/Old Business

- a. Legislative Update
- b. OEL Accountability Audit Update
- c. Eastern Florida State College Update

VII. Public Comment

VIII. Adjourn

Next Meeting: Tuesday, April 21, 2020

PROUDLY SUPPORTED BY:



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Board Directors Meeting

**DATE/TIME:** Tuesday, February 18, 2020 at 3:00 pm

**LOCATION:** Early Learning Coalition of Brevard, Conference Room, 2671 w Eau Gallie Blvd. Suite 102, Melbourne FL 32937

**MEMBERS PRESENT:** Alan Bergman, Mark Broms, Khaled Jarrah, Natalie Jackson, Robin Buckmaster, Linda Halpin (Telephonically), Caitlin Rice, Terri Barlow, Don Lusk, , Beth Mills, Heather Quidort, Ian Golden, Victoria Candelora, Henry Perez

**EXCUSED ABSENT** Althea Puzio, Jeff Harrison

**STAFF PRESENT:** Laura Gambino, Gina Sousa, Greg Thomas, Dennise Milan, Sharlene Humphrey, Jodi Ammons, Eneida Colon, Jeannie Williams,

**GUEST/PUBLIC:**

**CALLED TO ORDER:** Alan Bergman called the meeting to order and quorum was established 3:02 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Mission Moment	Angel Kids Child Care did the pledge of allegiance and sang a song.	No Action
Consent Items	<p>Minutes – January 21, 2020</p> <p>Minutes – Exec/Finance January 6, 2020</p>	<p>Victoria Candelora made a motion to approve the January 21, 2020 minutes with the corrections to attendance (add Victoria Candelora and Henry Perez). Robin Buckmaster seconded the motion. The motion passed unanimously.</p> <p>Terri Barlow made a motion to approve the January 6, 2020 Exec/Finance minutes Henry Perez seconded the motion. The motion passed unanimously.</p>
Tabled Items from January 21, 2020	<ul style="list-style-type: none"> <li>a. Executive Directors Report</li> <li>b. Melbourne office update</li> <li>c. SR Reconciliation updated</li> <li>d. Finance Report - November</li> </ul>	Henry Perez made a motion to approve the November 2019 Finance report. Heather Quidort seconded the motion. The motion passed unanimously.

<p><b>Nominating Committee Special Election</b></p>	<p>The Board was presented with a ballot listing the candidates name and each position.</p> <ul style="list-style-type: none"> <li>a. Khaled Jarrah – Vice President</li> <li>b. Caitlin Rice – Treasurer</li> <li>c. Terri Barlow – Secretary</li> </ul> <p>Heather Quidort questions why Beth Mills name is not on the ballot for secretary. The nominating committee replied they were led to believe because she did not either verbally or in writing express interest in retaining the position she could be removed. Upon review, Beth Mills tenure as secretary is not up until October and she can remain in the position until then. Heather Quidort begins to make a motion but the motion dies.</p>	<p>Henry Perez makes a motion to invalidate or remove Terri Barlow from the ballot. Heather Quidort seconds the motion. The motion passes unanimously and Beth Mills remains secretary</p>
<p><b>Executive Directors Report</b></p>	<ul style="list-style-type: none"> <li>• Realigning and staff updates – IT Specialist hired started 2/10. Posting for two Finance Specialist positions and Family Services Specialists. Provider Services Administrator position and interviewing potential HR Director candidate week of February 17<sup>th</sup>.</li> <li>• An RFP for IT managed services and an RFP for cleaning services are in the process of being created. 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.</li> <li>• There was a question about calling roll at meetings. By-laws do not require we have to call roll. Asked three other coalitions and their practice is to NOT call roll and use the sign in sheet.</li> <li>• Melbourne office is 98% operational. The installation of the phone system for the entire agency has some outstanding issues due to hardware/wiring miscalculations.</li> <li>• Legislative Update for Tallahassee, met with Rep. Fine, Tyler Sirios aide and Coach P is interested in talking to us. Attended the House Bill (HB 1013) VPK Pre-K Committee meeting with all the AELC Executive Directors in attendance with Representative Grall.</li> <li>• Children’s movement- ongoing collaboration with Brevard Public Schools Thrive for 5/No Small Matter Screening event. Projecting end of April/early May date.</li> <li>• Developing strategy for Organizational Action Plan/Strategic Plan</li> <li>• March 11, 2020 Provider Meeting and April 18<sup>th</sup> Provider Conference</li> <li>• Holding a Team Building Session with Leadership Team/Staff on 2/28 through FCCMA and 4/9 with private consultant. Procuring proposals for Board Governance training and consulting per OEL and</li> </ul>	<p><b>No Action</b></p>

	<p>GrayRobinson post report recommendations.</p> <ul style="list-style-type: none"> <li>• 2018.2019 VPK Provider Readiness Rates VPK works! 63% of VPK Completer Students are ready for kindergarten, compared to 47% of VPK Non- Completer Students and 39% of Non-VPK Students.67% or 4,436 of the 2018-19 VPK programs/providers met and/or exceeded the minimum readiness rate of 60. 33% or 2,175 of the 6,611 VPK programs did not meet the minimum readiness rate of 60. These programs will be placed on probation and required to acknowledge their status and implement corrective actions as part of an improvement plan.</li> <li>• 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.</li> <li>• Auditing firm has received the revenue statement from OEL and is in process of validating data. The firm is working closely with the entire finance team at OEL to insure consistency and messaging to all coalitions.</li> </ul>	
<b>By Laws Committee</b>	A By Laws committee was formed. Members include, Ian Golden, Don Lusk, Terri Barlow, and Khaled Jarrah. Meeting date and time to be scheduled prior to March board meeting.	<b>No Action</b>
<b>Finance Report</b>	Greg Thomas presented the December Finance report. See Attached	<b>Khaled Jarrah motioned to approve the December Finance report. Terri Barlow seconded the motion. The motion passed unanimously.</b>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Victoria Candelora announces she will be retiring in May. As far as she knows EFSC will not be continuing the Early Childhood Education program.</li> <li>• Moving all future board meetings to the Melbourne office is discussed</li> <li>• Legislative updates will be revisited under old business in the March meeting.</li> </ul>	<p><b>Khaled Jarrah makes a motion for the Chairman of the Board to send a letter to EFSC to urge them to keep the program. Don Lusk seconded the motion. The motion failed because Victoria asked the Board to wait until March.</b></p> <p><b>Terri Barlow motions for all future Board of Directors meeting to be moved to the new Melbourne office. Khaled Jarrah seconded the motion. The motion passed unanimously.</b></p> <p><b>No Action</b></p>

<b>Board Recognition</b>	Alan Bergman presented Mark Broms with a plaque and thanked him for his service to the School Readiness program and to the children of Brevard County.	<b>No Action</b>
<b>Adjournment</b>	The meeting was adjourned at 4:40PM	<b>Heather Quidort motioned for the adjournment of the board meeting. Ian Golden seconded the motion. The motion passed unanimously.</b>
<b>Next Meeting</b>	Tuesday, March 17, 2020 at 3: 00 p.m.	

February 18, 2020 Board minutes were approved at the March 17, 2020 meeting:

*Respectfully Submitted,*

*Approved*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Executive Coordinator

Executive Director



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Monday, February 10, 2020 at 3:30 p.m.  
**LOCATION:** Early Learning Coalition of Brevard, 2671 W. Eau Gallie Blvd. Suite 102 Melbourne, FL 3235  
**MEMBERS** Alan Bergman, Mark Broms, Beth Mills  
**PRESENT:**  
**ABSENT:** Jeffrey Harrison  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Greg Thomas  
**GUEST/PUBLIC:**  
**START TIME:** February 10, 2020 at 3:33 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	Minutes, January 6 , 2020 – a motion was passed at the January 21, 2020 Board of Directors meeting to approve Exec/Finance meeting minutes at the next Board meeting.	Mark Broms motioned to recommends approving the January 6, 2020 minutes. Beth Mills seconded the motion. The motioned passed unanimously.
Finance Report	Budget Revision- Greg Thomas requested \$40,000 be moved from Unallocated funds to Furniture fund. This will zero out the Unallocated line item.	<p>Mark Broms made a motion to move the \$40,000 to Furniture from Unallocated. Beth Mills Seconded the motion. The motioned passed unanimously.</p> <p>Mark Broms makes a motion to accept the Finance Report. Beth Mills seconded the motion. The motion passed unanimously.</p>
Executive Director Report	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> <li>• Director of HR, Tina Snyder has resigned. Her last day was Friday, February 7, 2020.</li> <li>• Current Job Postings are in place.</li> <li>• An RFP for IT managed services and an RFP for cleaning services are in the process of being created.</li> <li>• There was a question about calling roll at meetings. There is nothing in our by-laws that says we have to call roll. Made calls to other Coalitions and their practice is to NOT call roll and use the sign in sheet.</li> <li>• Melbourne office is 98% operational. February 18, 2020 Board of Directors meeting will be held there with a small ceremony and maybe ready for a community ribbon-cutting ceremony March 24, 2020</li> <li>• Met with State Reps in Tallahassee.</li> <li>• Children’s movement- still working on collaborating Thrive By 5/No Small Matter screening</li> <li>• Organizational action plan</li> <li>• Getting ready for March 11, 2020 Provider meeting and April 18<sup>th</sup> Provider Conference.</li> </ul>	Ongoing

<b>Adjournment</b>	The meeting was adjourned at 4:26 p.m.	<b>Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed Unanimously.</b>

February 10, 2020 ELC/Finance Committee Meeting Minutes Approved at March 17, 2020 Board of Directors Meeting:  
*Respectfully Submitted,* *Approved*

\_\_\_\_\_  
Signature Date  
Executive Coordinator

\_\_\_\_\_  
Signature Date  
Executive Director

Early Learning Coalition of Brevard County, Inc.  
 Budget to Actual - Q3  
 7/1/19 - 1/31/20

Column 1	Current Period Actual	Current Period Budget	Yearly Budget	Qtr %	Yr %	Budget Balance	Current Surplus (Deficit)	Estimated Surplus (Deficit)	Notes (+ or - 10% of budget)
Personnel Expenses									
Salaries	1,043,603	1,271,996	2,180,564	82%	48%	1,136,961	228,392	456,785	Open positions budgeted not hired
Payroll Taxes	84,679	110,247	188,995	77%	45%	104,316	25,568	51,137	
Workers' Comp Insurance	5,688	7,644	13,104	74%	43%	7,416	1,956	3,912	
Fringe Benefits	184,357	286,290	490,782	64%	38%	306,425	101,932	203,865	
Total Personnel Expenses	1,318,327	1,676,176	2,873,445	79%	46%	1,555,118	357,849	715,698	
Other Expenses									
Audit	8,682	13,417	23,000		38%	14,318	4,735	9,469	Audit beginning 12/16/19
Bank Fees	448	292	500	153%	90%	52	52	105	
Computing/Networking	72,004	64,832	111,140	111%	65%	39,136	(7,172)	(14,345)	Melbourne Move - Purchase of phones not yet reflected
IT Equipment	5,439	11,667	20,000	47%	27%	14,561	6,228	12,456	
Dues & Subscriptions	6,465	12,367	21,200	52%	30%	14,735	5,901	11,803	
Employment Costs	1,240	4,375	7,500	28%	17%	6,260	3,135	6,270	
Equipment Leases	6,622	9,625	16,500	69%	40%	9,878	3,003	6,006	
Furniture & Fixtures	40,378	26,250	45,000	154%	90%	4,622	4,622	4,622	Budget for new office ** - One-time item
Insurance	11,549	12,250	21,000	94%	55%	9,451	701	1,401	
Legal Services	15,990	26,250	45,000	61%	36%	29,011	10,261	20,521	
Maint & Repair	18,270	27,300	46,800	67%	39%	28,530	9,030	18,061	
Office Expense	8,897	10,792	18,500	82%	48%	9,603	1,895	3,790	
Postage	2,001	2,917	5,000	69%	40%	2,999	915	1,831	
Printing	6,651	5,250	9,000	127%	74%	2,349	(1,401)	(2,803)	New Copier Lease
Public Education	17,656	31,663	54,280	56%	33%	36,624	14,007	28,015	
Rent	158,986	200,567	343,829	79%	46%	184,843	41,581	18,313	Updated monthly rent costs for Melbourne along with Rockledge and
Telephone	7,589	7,292	12,500	104%	61%	4,911	(297)	(595)	
Training/Conf/Meetings	4,332	17,500	30,000	25%	14%	25,668	13,168	26,337	
Travel	12,064	17,500	30,000	69%	40%	17,936	5,436	10,873	
Utilities	9,528	11,667	20,000	82%	48%	10,472	2,139	4,277	
TA Supplies/Quality Materials	16,725	29,167	50,000	57%	33%	33,275	12,442	24,884	
Contractors	14,631	17,500	30,000	84%	49%	15,369	2,869	12,711	
Unallocated	-	-	-	0%	0%	-	-	-	
Total Other Expenses	431,514	560,437	930,749	77%	46%	499,235	130,381	191,291	
Total	1,749,841	2,236,613	3,804,194	78%	46%	2,054,353	488,231	906,989	

\*\* Current Budget is straight-line projection



**School Readiness**

Category of Spending	FY 19-20 Award	Actual thru 01/31/20	YTD Utilization	Current % of Utilized	Earmark/Restrictions
Award Amount	\$ 22,116,439				
Direct Services Cost	\$ 18,592,515	\$ 11,147,442	59.96%	87.65%	Minimum 78%

Non-Slot Dollars:

Admin Cost	\$ 873,742	\$ 519,235	59.43%	4.08%	Maximum 5%
Non-Direct Cost	1,508,178	582,303	38.61%	4.58%	
Quality Cost	745,054	296,210	39.76%	2.33%	Minimum 4%
Childcare Resource & Referral Cost	396,950	173,163	43.62%	1.36%	

Total Non-Slot Dollars	\$ 3,523,924	\$ 1,570,911	44.58%	12.35%	Maximum 22%
SR Program Assessment	\$ 118,401	\$ 28,945		24.45%	

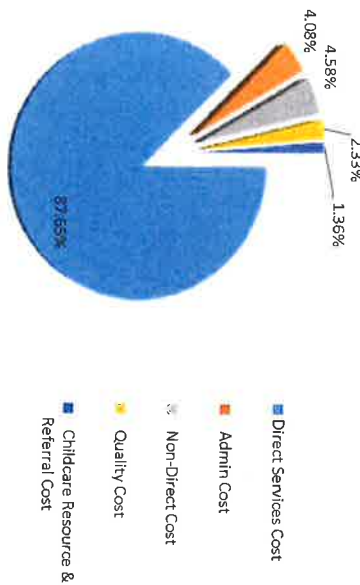
**VPK**

Category of Spending	FY 19-20 Award	Actual thru 01/31/20	YTD Utilization	Current % of Utilized	Earmark/Restrictions
Award Amount	\$ 11,360,216				
Direct Services Cost	\$ 10,925,127	\$ 6,428,088	58.84%	97.23%	Minimum 96%

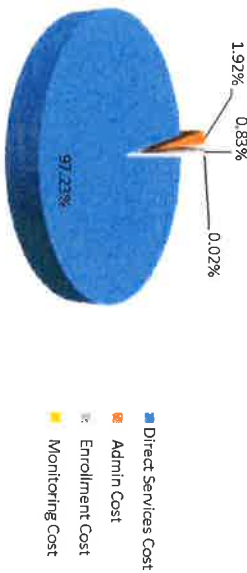
Non-Slot Dollars:

Admin Cost	\$ 229,019	\$ 127,176	55.53%	1.92%	
Enrollment Cost	151,580	54,683	36.08%	0.83%	Maximum 4%
Monitoring Cost	54,490	1,404	2.58%	0.02%	
Total Non-Slot Dollars	\$ 435,089	\$ 183,263	42.12%	2.77%	

**School Readiness Earmarks**



**VPK Earmarks**





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**Executive Director's Report - Laura Gambino**  
**Board of Directors Meeting**  
**March 17<sup>th</sup>, 2020**

**State and Office of Early Learning (OEL) Updates**

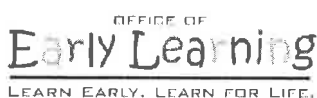
- OEL Monthly Executive Director update calls
- OEL Executive Director and AELC Webinar February 2020

**Coalition Update**

- An RFP for IT managed services and an RFP for cleaning services are in the process of being created. 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. We will also be conducting an RFP for the IT Managed Services contract as well.
- Melbourne office Grand Opening/Ribbon Cutting tentative for Tuesday, March 30<sup>th</sup>. Working to coordinate as a community-wide event with the Melbourne Regional Chamber and other business organizations.
- Developing strategy for Organizational Action Plan/Strategic Plan with Board and Staff engagement.
- 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 was held on Wednesday, March 11<sup>th</sup> at Department of Health building. And the Annual Provider Conference is developing great sponsors and vendors for the event on April 18<sup>th</sup>.
- 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. Procuring proposals for Board Governance training and consulting per OEL and GrayRobinson post report recommendations.
- 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.

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- 
- Auditing firm has received the revenue statement from OEL and is in process of validating data. The firm is expecting to be delayed to May for initial report.
  - Realigning and staff updates from February 1<sup>st</sup>, 2020:

IT Specialist hired and started Feb 10<sup>th</sup>. She is part-time and works in both Melbourne and Rockledge offices. (Position vacant since March 2019).

Promotion of two Administrator positions in Provider Services (vacant since December 2018) – Margaret Leddin and Casey Cicak. Direct report to Director of Quality and Compliance. Effective 2.22.2020.

Promotion of two Administrator positions in Executive Director – Eneida Colon and Jodi Ammons. CRR and Quality and Performance Improvement Administration. Direct report to Executive Director. Effective 2.13.2020.

Finance Specialist position and candidate approved March 5<sup>th</sup>. Direct report to Director of Finance.

Director of Operations and Administration/HR hired and start March 9<sup>th</sup>. Responsible for human resources, operations and IT. Direct report to Executive Director.

Acting Director of Program Initiatives is Dennise Milan. Direct report to Executive Director. Effective March 9<sup>th</sup>.

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