



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, September 17, 2019 at 3:00 pm

LOCATION: Early Learning Coalition of Brevard, Conference Room, 1018 Florida Ave Rockledge, FL 32955

MEMBERS PRESENT: Terri Barlow, Alan Bergman, Mark Broms, Robin Buckmaster, Beth Mills, Lori Duester, Victoria Candelora, Ian Golden (sub: Stephanie Bryant) Linda Halpin, Jeffrey Harrison, Natalie Jackson, Khaled Jarrah, Gena Tiedeman

EXCUSED ABSENT PRESENT: Don Lusk, Henry Perez, Althea Puzio

STAFF PRESENT: Laura Gambino, Gina Sousa, Tina Snyder, Cathie Odom, Harriet Paredes, Kevin Carraro, Dennise Milan, Sharlene Humphrey, Alecia Strobel, Jodi Ammons, Casey Cicak, Eneida Colon, Jeannie Williams and Sandra Diaz.

GUEST/PUBLIC: N/A

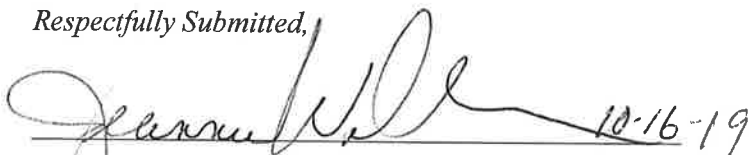
CALLED TO ORDER: Mark Broms called the meeting to order and quorum was established 3:42 p.m. Pledge of Allegiance took place and introductions were conducted. Mission Moment Presentation: Children from Emma Jewel Charter Academy (VPK and other students) performed for the Board as a reminder of the Coalition's Mission.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a). <u>Minutes, August 17, 2019:</u> An update to the attendance portion of the minutes as Lori Duester was listed both absent and present was made.	Khaled Jarrah made a motion for the Consent Items to be approved. Lori Duester seconded the motion. The motion passed unanimously by all Executive Committee members.
Committee Reports:	a) <u>Executive/Finance Committee:</u> Mark Broms reported to the board that the Executive/Finance Committee met on Monday, September 9, 2019. The agenda items included: <ul style="list-style-type: none"> ➤ School Readiness reimbursement (SR). Fiscal year has been closed and progress has been made considering the information system. ➤ Melbourne Office update- no impact from hurricane Dorian. CO expected the end of September with move in date of October 31-November 1st. ➤ Expect an official open house mid-November. ➤ ELC Annual Board Meeting: Tuesday, October 15, 2019 location: EFSC Student Union-2nd Floor. There will be a vote for Officers. 	No Action/Follow-up

Executive Directors Report	<p>Laura Gambino went over the Executive Director's report and highlighted the following:</p> <ul style="list-style-type: none"> ➤ Office of Early Learning (OEL) Accountability Audit – Oct 14th-16th, 2019. On site and desk review ➤ CPA Single Audit – week of October 21st, 2019 ➤ OEL – Agency Annual Report due October 1st, 2019 ➤ OEL – Continuity of Operations Plan (COOP) due October 1st, 2019 ➤ SR Reimbursement Final Invoice for 2018.2019 grant year due September 20th, 2019 	No Action/Follow-up
Old Business	<p>School Readiness Finance Report: Cathie provided a financial report (see attached) and reported all of the attendance that was submitted has been processed. The reconciliation process could take until the end of the fiscal year. August Pre School Readiness and VBK was paid totally from what came out of the Portal. Cathie reported a notification was sent to all auditors on record that OEL are all in compliance.</p>	No Action/Follow-up
Adjournment	The meeting was adjourned at 3:36 PM	<p>Jeffrey Harrison motioned for the adjournment of the Board Meeting. Victoria Candelora seconded the motion. The motion passed unanimously by all Board members.</p>
Next Meeting	Tuesday, October 15, 2019 at 12: 00 p.m.	

August 2019 ELC Board Meeting Minutes Approved:

Respectfully Submitted,


 Signature _____ Date 10-16-19
 Executive Coordinator

Approved


 Signature _____ Date 10.16.19
 Executive Director