



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Tuesday, February 16, 2021 at 3:00 p.m.
LOCATION: 2671 W Eau Gallie Blvd Melbourne, FL 32935
MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Caitlin Rice, Terri Barlow (TEAMS)
ABSENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Dennise Milan, Marsha Bewersdorf
GUEST/PUBLIC:
START TIME: 3:02 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Welcome and Call to Order	Alan Bergman called the meeting to order at 3:05 p.m.	No Action
Approval of Meeting Minutes	January 19, 2021, minutes were approved	Terri Barlow makes a motion to approve the January 19, 2021 minutes. Caitlin Rice seconded. Unanimous
Executive Director	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> • OEL Statewide Targeted Provider Rate Increase approved. Fiscal impact statement and coalition plan amendment documents attached for Board of Directors review and approval. Provider rate increases are effective January 1, 2021 and will be the new base rate amount for new contract year. See attached supporting documents. • Legislative Activity – committees meeting and Rep. Randy Fine is Chair for Appropriations for Early Education and PreK-12. Initiated a call with Rep. Fine on February 10th as resource and cultivation outreach. • Finance Updates • Desk Review for expenditures Jan-June received complete and with no findings. Desk Review July-Dec is complete and submitted for review. • OEL Fiscal Monitoring report – waiting for Draft Report for response. • Single Audit process begins with Interim Finance Director in contact with auditors and has submitted initial request for finance statements. • We are in process of termination of a provider with two locations in Merritt Island and Melbourne. The initial meeting is set for January 20th to meet with community licensing team and determine next steps. • 2018-2019 SR Reconciliation and Repayments are beginning to be processed for all providers. Repayment plan submissions to OEL due date extended to March 5th. • United Way grant in process and due February 26th. Brevard county CDBG grant deadline was missed; 	No Action

	<p>projected to submit next cycle estimated April-May for 2021-2022 fiscal year.</p> <ul style="list-style-type: none"> • Smartcare program launch tentative for February 2021. • OEL Phase IV CARES grants paid to all providers December 23rd with a total additional support to providers of \$432,000 • 2018-2019 SR Reconciliation and Repayments. Finalizing the overpayment amounts and negotiating repayment plans and tracking system by February 5th. Updates and repayments are updated to OEL monthly. • We are in the process of terminating a provider with two locations in Merrit Island and Melbourne. • Our Director of Operations/HR, Kristen Johnson was nominated for a 4 under 40 award from LEAD BREVARD <p>Comment: Khaled Jarrah suggests we send an employee every year to LEAD BREVARD</p>	
Finance	<p>Interim Finance Director Marsha Bewersdorf went over the earmarks and Budget line items. Marsha pointed out and explained the anomalies.</p> <ul style="list-style-type: none"> • Employment costs are up due to additional background screenings and drug screenings, per OEL request. • Furniture and fixtures are up due to a one time purchase of Melbourne office sign • Telephone expenses are up due to purchasing employee cell phones in the COVID-19 era we are in and will be adjusted within the 2021-2022 budget • Contractor expenses are up due to Consultant Zack H and Marsha B however these costs will be offset by the vacant Finance Director position 	
New Business/Comments	<p>Executive Director asked for the record to reflect that the former HR Director, Tina Snyder, has submitted another public records request for employee name, position title and salary information. Laura also stated that at least two employees have expressed fear and do not want to attend meetings because of the continual actions of this former employee. Laura stated for the record that these requests, the HR legal counsel expenses and independent HR investigation surrounding this employee's complaint in 2019 have cost ELCB over \$40,000. Khaled commented that he would like ED to pursue legal advice regarding this matter.</p> <p>Caitlin Rice discusses the Melbourne Regional Chamber's Non- Profit Council and relates that Board members are invited to attend.</p>	
Adjournment	Meeting was Adjourned at 3:45	Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee

		meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.
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February 16, 2021 ELC/Finance Committee Meeting Minutes Approved at March 16, 2021 ELC/Finance Meeting