Board of Directors Meeting  
Tuesday, November 17, 2020, 4:00 p.m.  
Agenda

I. Call to Order  
Alan Bergman, Board Chair

II. Pledge of Allegiance and Mission Moment

III. Public Comment

IV. Introduction to new Board Members  
Alan Bergman, Board Chair

V. Consent Items  
1. Minutes: Board meeting, October 20, 2020  
   ACTION ITEM
2. Finance Report  
   ACTION ITEM

VI. Community Foundation of Brevard County – Theresa Grimison

VII. Board Training

VIII. Informational Reports  
1. Minutes: Finance/Executive Committee, October 20, 2020  
2. Executive Director’s Report

IX. New Business

X. Adjourn

No meeting in December

Next full Board meeting January 19, 2020
**EARLY LEARNING COALITION**  
**BOARD OF DIRECTORS**  
**FISCAL YEAR 2019.2020**

**Alan Bergman**  
Chairperson  
Private Sector/Governor Appointee  
Tapping into Board Talent Committee  
AREA Computer  
Owner/Technician  
171 Diane Cir  
Indialantic, FL 34903  
(321) 779-9209  
Alstock3@gmail.com

**Khaled Jarrah**  
Vice President  
For-Profit Child Care Provider Representative  
Coral Reef Academy  
Owner/Director  
4945 Stack Blvd  
Melbourne, FL 32901  
(321) 728-8895  
info@mycoralreefacademy.com  
4 years first Term Start Date: August, 2018

**Caitlin Rice**  
Treasurer  
Caitlin Rice  
Private Sector  
Caitlin Rice PR  
Founder, CEO  
414.722.2620  
Palm Bay, FL  
caitlin@eclatmediagroup.com

**Terri Barlow**  
Secretary  
Head Start Representative  
Improve Technology Committee  
Brevard County Public Schools  
Principal, Head Start Program  
2725 Judge Fran Jamieson Way, Bldg B  
Viera, FL 32940  
(321) 633-1000 x339  
Barlow.terri@brevardschools.org  
Term Begin Date: August 21, 2012 (1st Meeting)

**Linda Halpin**  
Local Child Care Licensing Agency Head  
Child Care Regulation Supervisor, Circuits 18 & 19  
Department of Children and Families  
337 N. US Highway 1, Rm. 327F  
Ft. Pierce, FL 32950  
(772) 467-4184  
(772) 467-3185  
Linda_Halpin@dcf.state.fl.us  
4 years First Term Start Date: January 16, 2018

**Robin Buckmaster**  
County Health Department Designee  
Brevard County Health Department  
Nursing Supervisor  
Clearlake Education Center – Head Start  
Cocoa, FL 32922  
(321) 617-7786  
(321) 408-2195  
Robin.buckmaster@flhealth.gov  
Term Begin Date: October 16, 2018 (1st Meeting)
Lori Huertas  
Private Sector  
Barry University Associate  
410 N Wickham Rd #300  
Melbourne, FL 32935  
321 409-5553  
mailto:luertas@barry.edu  
Term begin Date: November 17, 2020

Patrick Culhane  
Private Sector  
Financial Consultant  
Sun Trust Wealth management  
1303 South Babcock St  
Melbourne, FL 32901  
Phone: 321.243.3147  
Patrick.Culhane@suntrust.com  
Term begin Date: November 17, 2020

Bill Drexler  
Private Sector  
Financial Planner  
Financial Cornerstone Grp.  
Central: 190 McVey Lane, Rockledge, FL 32955  
South: 2197 Julian Ave NE, Palm Bay, FL 32905  
Office: 321.735.4994 | Fax: 321.305.5994  
Email: bill@yourfcg.com  
Web: www.yourfcg.com  
Term begin Date: November 17, 2020

Vince Donato  
Private Sector  
Commercial Banker, Sun Trust Bank  
Ph: 321.704.3898  
Fax: 321.725.1036  
1303 S. Babcock St.  
Melbourne, FL 32901  
MC Melbourne-0643  
Vincent.Donato@suntrust.com  
Term begin Date: November 17, 2020

Olivia Nisp  
Private Sector  
Nemours Children’s Hospital  
Occupational Therapist  
6535 Nemours Pkwy  
Orlando, FL 32827  
Phone: 407 567-4000  
Olivia.Nisp@nemours.org  
Term begin Date: November 17, 2020

Priscilla DeNino  
District Superintendent of Schools Designee  
Mandated  
Brevard County Public Schools  
VPK/Early Childhood Coordinator  
Elementary Leading and Learning  
Brevard Public Schools  
2700 Judge Fran Jamieson Way  
Viera, FL 32940  
321 633-1000 x11323  
DeNino.Priscilla@brevardschools.org  
Term begin Date: November 17, 2020

PROUDLY SUPPORTED BY:
Linda Graham  
Mandated  
Brevard County Housing and Human Services  
2725 Judge Fran Jamieson Way  
Viera, FL 32940  
321 633-2007  
Linda.Graham@brevardfl.gov  
Term begin Date: November 17, 2020

Kelly Shaver  
Mandated  
Early Childhood Education  
Eastern Florida State College  
Cocoa Campus/Melbourne Campus  
1519 Clearlake Rd.  
Cocoa, FL 32922  
Phone: 321-433-5728  
shaverk@easternflorida.edu  
Term begin Date: November 17, 2020
**MINUTES:**  
Board Directors Meeting  
**DATE/TIME:**  
Tuesday, October 20, 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, Khaled Jarrah, Caitlin Rice, Terri Barlow, Henry Perez, Robin Buckmaster, Don Lusk, Natalie Jackson, Linda Halpin  
**EXCUSED ABSENT:**  
Althea Puzio  
**STAFF PRESENT:**  
Laura Gambino, Jeannie Williams, Harriet Paredes, Kristen Johnson, Dennise Milan, Eneida Colon, Briana Johnson  
**GUEST/PUBLIC:**  
Lori Huertas (Teams), Dr. Brittany Birken (Teams), Angel Kids Care, Phil Scarpelli  
**CALLED TO ORDER:**  
Alan Bergman called the meeting to order and quorum was established 3:10 p.m. Pledge of Allegiance took place.

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Moment</td>
<td>No Small Matter Trailer</td>
</tr>
<tr>
<td>Consent Items</td>
<td>Alan Bergman asked for a motion that Public comment item be moved up on the Agenda and that public comment be limited to 3 minutes per speaker at all Board meetings.</td>
</tr>
<tr>
<td></td>
<td>Khaled Jarrah made a motion to approve Don Lusk seconded the motion. The motion passed unanimously.</td>
</tr>
<tr>
<td></td>
<td>Don Lusk makes the motion to approve. Caitlin Rice seconded. The motion passed unanimously.</td>
</tr>
<tr>
<td></td>
<td>Don Lusk makes the motion to approve the Annual Report. Terri Barlow seconded. The motion passed unanimously.</td>
</tr>
<tr>
<td></td>
<td>Don Lusk makes the motion to approve the Slate of officers. Terri Barlow seconded. The motion passed unanimously.</td>
</tr>
<tr>
<td></td>
<td>Khaled Jarrah makes the motion to approve the Private sector nominees. Don Lusk seconded. The motion passed unanimously.</td>
</tr>
<tr>
<td>Mission Moment</td>
<td>Mission Moment Presentation: Angel Kids Child Care performed for the Board as a reminder of the Coalition's Mission.</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Executive Directors report/Finance Report | Laura Gambino reports:  
- State and Office of Early Learning (OEL) updates  
- Coalition update  
- Finance Report  
- Conflict of Interest forms | No Action |
| Presentations |  
- Dr. Brittany Birken, PhD, Federal Reserve Bank of Atlanta, Director of Community and Economic Development  
- Governance and Strategic Visioning – Phil Scarpelli, CEO of Brevard Family Partnership | No Action |
| Adjournment | The meeting was adjourned at 5:40 p.m. | Khaled Jarrah motioned for the adjournment of the board meeting. Don Lusk seconded the motion. The motion passed unanimously. |

October 20, 2020 Board minutes were approved at the November 17, 2020 meeting:
# School Readiness

<table>
<thead>
<tr>
<th>Category of Spending</th>
<th>FY 20-21 Award</th>
<th>Actual thru 9/30/20</th>
<th>Current %</th>
<th>Earmark/Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount</td>
<td>$24,534,736</td>
<td>$229,026</td>
<td>3.77%</td>
<td>Maximum 5%</td>
</tr>
<tr>
<td>Direct Services Cost</td>
<td>$19,739,564</td>
<td>884,968</td>
<td>3.33%</td>
<td>Minimum 4%</td>
</tr>
<tr>
<td>Non-Slot Dollars:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Cost</td>
<td>$1,223,945</td>
<td>202,608</td>
<td>3.77%</td>
<td>Maximum 5%</td>
</tr>
<tr>
<td>Non-Direct Cost</td>
<td>1,555,136</td>
<td>202,682</td>
<td>3.34%</td>
<td>Minimum 4%</td>
</tr>
<tr>
<td>Total Non-Slot Dollars</td>
<td>$4,795,172</td>
<td>634,317</td>
<td>10.44%</td>
<td>Maximum 22%</td>
</tr>
<tr>
<td>PDG Grant Services</td>
<td>$205,778</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>SR Program Assessment*</td>
<td>$0</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

* Award dollars not allocated by OEL yet

# VPK

<table>
<thead>
<tr>
<th>Category of Spending</th>
<th>FY 20-21 Award</th>
<th>Actual thru 9/30/20</th>
<th>Current %</th>
<th>Earmark/Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount</td>
<td>$11,766,833</td>
<td>1,228,625</td>
<td>4.04%</td>
<td>Minimum 4%</td>
</tr>
<tr>
<td>Direct Services Cost</td>
<td>$11,314,311</td>
<td>6,319</td>
<td>0.49%</td>
<td>Maximum 4%</td>
</tr>
<tr>
<td>Non-Slot Dollars:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Cost</td>
<td>$308,327</td>
<td>52,528</td>
<td>0.5%</td>
<td>Maximum 4%</td>
</tr>
<tr>
<td>Enrollment Cost</td>
<td>112,319</td>
<td>12,297</td>
<td>0.5%</td>
<td>Maximum 4%</td>
</tr>
<tr>
<td>Monitoring Cost</td>
<td>31,927</td>
<td>6,319</td>
<td>0.49%</td>
<td>Maximum 4%</td>
</tr>
<tr>
<td>Total Non-Slot Dollars</td>
<td>$452,572</td>
<td>71,143</td>
<td>5.47%</td>
<td></td>
</tr>
</tbody>
</table>
Early Learning Coalition of Brevard, Inc.

Orientation / Coalition Overview
Early Learning Coalitions
Education and Parent Choice
Office of Early Learning
Department of Education
Office of Independent
Fiscal Year: July 1st through June 30th
501(c)(3) non-profit organization
Structure
Map of coalitions

Early Learning Coalitions

30 Coalitions in 67 Counties
Together!
Grow and
Learn
Play!

Vision

Providing children in Brevard County quality programs, resources, and services necessary to succeed in school.
Office of Independent Education and Parent Choice

2013 - FOCUS is now under the Department of Education (DOE), under the Office of Early Learning.

2012 - AWM becomes Florida's Office of Early Learning.

Level:

2004 - School Readiness Coaltions renamed Early Learning Coalitions.

Agency for Workforce Innovation (AWI)

2004 - Legislative implements VPK, sets criteria for VPK, houses program in

2002 - Florida voters approved VPK Constitutional Amendment

1999 - Florida statute establishing School Readiness Coalitions

Prior to 1999 - Subsidized Childcare Program administered by DCF

**History:**
Reside in Florida and be an employee, manager, or owner of a business entity in the coalition's area of responsibility.

Programs financial interest in the design or delivery of the SR or VRK.

The individual (or relatives) must not have a substantial business members either for-profit or nonprofit.

More than 1/3 of the members must be private sector.

By the Governor.

Board Chair and two (2) other members who are appointed.

Private Sector
food, or beverages for coalition members and employees
ELC may not be used directly or indirectly to pay for meals,
State, Federal, and Local matching dollars provided to the
the individual does not have voting privileges
A voting member may send a representative to a meeting but
the public
cannot conduct a meeting but must ensure proper notice is given to
A coalition may use any method of telecommunications to
Quorum = majority of voting members

Board of Directors

Board Structure Cont.
Board Structure Cont.

- Board of Directors - Required Members
  - Chair - Appointed by the Governor
  - Two (2) additional private sector business members
  - Appointed by the Governor
  - A Department of Children & Families District Administrator or Designee
  - A Superintendent of Schools or Designee
  - Regional Workforce Development Board Executive Director or Designee
  - County Health Department Director or Designee
  - An appointee selected by the local Board of County Commissioners
  - Head Start Director
  - Private For-Profit Child Care Provider Representative
  - Faith-Based Child Care Provider Representative
  - Programs for Children with Disabilities under Federal Individually with Disabilities Act
Board Structure Cont.

- Ensure accountability, transparency, and compliance in all areas of ELC operations
- Assist in long-term progress of the Coalition
- Publicly support all board decisions
- Help to recruit new private sector members as needed
- Represent ELC during community events and grant opportunities
- Offer constructive suggestions, comments, and feedback
- Review all materials prior to meetings
- Determine mission and vision statements
- Select Coalition Executive Director
- Serve on at least one (1) committee
- Attend board meetings, including special meetings
- Board of Responsibilities - Ambassador
Engage in the strategic planning process.

Provide input into the development and revision of ELC policies.

Provide fiscal reports and review them on a regular basis.

Develop a thorough understanding of by-laws, policies, and regulations.

Board of Responsibility - Policy Maker

Contributions for fundraising events.

Take initiative in developing, participating, and securing funds.

Board of Responsibility - Fundraising/Outreach

Board Structure Cont.
legally commit and obligate the Coalition

• Be the duly authorized agent for the Coalition in order to

him/her from time to time by the Coalition

perform duties pertaining to the office or required of

except the Nominating Committee

• Be an ex-officio member of all committees of the Coalition

order

preside at all Board meetings of the Coalition and maintain

Role of the Chair

Board Structure Cont.
Vice-Chair

- Perform all such duties usually pertaining to the office of the Chair whenever the Chair temporarily vacates the Chair.
- Preside at all board meetings in the absence of the Chair or fills such vacancy becomes vacant, or until the Governor

- Assume the duties of the Chair in the event that office

Board Structure Cont.
Reviewing the membership list
and determine the official quorum for each meeting by
Secretary
Record and maintain the minutes of every Coalition meeting
Secretary
Perform all such duties usually pertaining to the office of the
president of the Chair and Vice-Chair
Preside at all Board meetings of the Coalition in the absence
Role of the Secretary

Board Structure Cont.
Treasurer

- Perform all such duties usually pertaining to the office of the Treasurer
- Serve on the Audit Committee
- Funds received and disbursed
- Review the financial records of the Coalition, including all
- Of the Chair and Vice-Chair and Secretary
- Preside at all Board meetings of the Coalition in the absence

Board Structure Cont.
The coalition board follows Robert’s Rules of Order.

- Minutes must be taken for each meeting.
- All meetings must be open to the public.
- All documentation is public record, excluding child records and specific employee personnel information.
- All business outside of an advertised meeting must be noticed publicly.
- Board members may not speak to each other regarding potential board business.
- All meetings where two or more board members are present must be conducted under the Sunshine Law.

The coalition adheres to the requirements of federal law.

The coalition is governed by both state and federal statute.

The coalition operates under a set of approved by-laws.

Board Structure Cont.:
Board Structure Cont.

- Board Meetings
  - Meetings are typically held on the third Tuesday monthly.
  - The agenda is prepared with the input of the Executive Director and management.
Rockledge Office
1018 Florida Avenue
Rockledge, FL 32955

Melbourne Office
2671 Eau Gallie Blvd Suite 102
Melbourne, FL 32935
Families can apply online for both the above programs:

- Must verify Florida residency
- Must be of age
- 4 years old on or before September 1 of current
- Free Pre-K for all 4-year-olds in Florida
- Florida's Voluntary Pre-Kinder Garten Program (VPK)
- Financial assistance for child care for qualifying
- School Readiness Child Care Assistance

Programs & Services
determines and documents physician licensed under chapters 458 or 459, F.S.,
Admission/Discharge/Transfer letter from the State or a
Social Security Award Letter for a Child,
A family in which the parent (s) with whom the child resides is exempt from work requirements because of the
Family in which the child resides engages or employed in education activities a minimum of 20 hours per week.
A single parent family in which the parent with whom
least 20 hours per week employed or engaged in eligible work or education activities at or 459, F.S., determines and documents, and one parent is awarded letter states or a physician licensed under chapters 458 disability, which a Social Security Administration disability residens is exempt from work requirements because of age of a two-parent family in which one parent with whom the child resides is employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week.

Eligibility Working Family
Eligibility

Relative care giver receiving RCg payments can establish eligibility. A letter from DCF stating the individual is a requirement. A letter from DCF stating the individual is not dependent on family income or work.

Documented Child Care Authorization (Referral) Form. DCF or its contracted service provider must submit a coalition provides to a child in court-ordered Relative care. SR at-Risk - TANF Relative Caregiver (RCG) - SR Services a SR at-Risk - Protective Services - SR Services a coalition

Eligibility - At Risk

Form. Eligibility not dependent on family income or work. Submit a documented Child Care Authorization (Referral) because of an allegation of abuse, neglect or supervision of a child of a family under investigation or under

Services a coalition
Eligibility
Eligibility

- Works closely with reimbursement to resolve any
  - care providers
- Communicates regularly with referring agencies and child
- Offers CCR&R services
- Billing Group
- Enrolls children following specific rules assigned to each
- Programs
- Determines eligibility for School Readiness and VPK
CRRR Specialist is required to become state certified within 4 months of hire date.

CRRR Specialist participates in community outreach events and Family Engagement activities.

Services must be offered within 2 business days. Emergency calls must be handled within 4 hours.

The wait list CCCRR determines pre-eligibility for School Readiness Program applications to be placed on.

Annual Provider Updates.

Email or fax. Offer child care listings; consumer education, financial assistance options; community resources to each individual requesting services. Services are provided in person, by phone.

Information on becoming a child care provider.

CRRR is a free program that assists families in finding quality and affordable child care and assists current and prospective child care providers by offering technical assistance and community resources.

CRRR is a "Front Door" to ELCC services.
• Quality Initiatives & Developmental Screenings/Referrals
• Technical Assistance
• SR / VPK Monitoring
• SR / VPK Provider Contracting
• Inclusion Services

Roles related to the Programs Department include:

Prekindergarten (VPK) Providers.

Services related to School Readiness (SR) and Voluntary
Programs Department is responsible for overseeing
Reviews
External Single Audit, Internal (OEL) Fiscal Monitoring, Desk
Cost Allocation Management
Agreements
Financial Reporting, Compliance, Internal Controls, Grant
ELC Brevard’s Annual Budget, Grant Budgets
Payroll, Travel Arrangements, Reimbursements
Procurement, Vendor Payments, Contracts
SR & VP Provider Reimbursements, Adjustments, Provider

Finance
**Minutes:** Executive/Finance Committee Meeting  
**Date/Time:** Tuesday, October 20, 2020 at 2:00 p.m.  
**Location:** 2671 W Eau Gallie Blvd Melbourne, FL 32935  
**Members Present:** Alan Bergman, Khaled Jarrah, Caitlin Rice, Teri Barlow  
**Staff Present:** Laura Gambino, Jeannie Williams, Dennise Milan  
**Guest/Public:**  
**Start Time:** 2:05 p.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary/Discussion</th>
<th>Action/Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Call to Order</td>
<td>Alan Bergman called the meeting to order at 2:05 p.m.</td>
<td>No Action</td>
</tr>
<tr>
<td>Approval of</td>
<td>September 1, 2020 minutes were approved</td>
<td>Terri Barlow makes a motion to approve the September 1, 2020 minutes. Caitlin Rice seconded. Unanimous</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td></td>
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</tr>
</tbody>
</table>
| Executive Director/Finance| Laura Gambino reports:  
  - State and Office of Early Learning (OEL) updates  
  - Coalition update  
  - Finance Report                                                                 | No Action                                                                        |
| Adjournment                | Meeting was Adjourned at 2:36                                                     | Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously. |

October 20, 2020 ELC/Finance Committee Meeting Minutes Approved at November 17, 2020 ELC/Finance Meeting: