



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

MINUTES: Board of Directors Meeting

DATE/TIME: Tuesday, June 22, 2021 at 4:00 pm

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

MEMBERS PRESENT: Alan Bergman, Caitlin Rice, Terri Barlow, Linda Halpin, Robin Buckmaster, Bill Drexler, Patrick Culhane, Vince DeNato, Priscilla DeNino, Henry Perez (TEAMS), Linda Graham (TEAMS)

EXCUSED ABSENT Khaled Jarrah, Don Lusk, Althea Puzio, Dee Helbig

STAFF PRESENT: Laura Gambino, Jeannie Williams, Harriet Paredes, Briana Johnson, Mike Hallenstein

GUEST/PUBLIC: Apollo Preschool

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 4:02 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Pledge of Allegiance and Mission Moment	Children from Apollo Preschool performed for the Board	No Action
Public Comment	None	No Action
Training Video	<ul style="list-style-type: none"> Board roles and responsibilities https://www.youtube.com/watch?v=qYd7f9QmXCE 	
Consent Items	<ul style="list-style-type: none"> Credit Card/Debit Card Policy Time and Leave Anti- Fraud Plan <p>Vince DeNato recommends a coalition credit card to protect our accounts against fraud. Laura Gambino will look into it.</p>	Patrick Culhane motions to accept the Exec/Finance recommendation to accept the policy updates and approve the Anti-Fraud plan. Vince DeNato seconded. The motion passed unanimously.
Minutes	May 18, 2021 Board meeting minutes were approved	Caitlin Rice makes the motion to approve. Bill Drexler seconded. The motion passed unanimously.
Informational reports	<ul style="list-style-type: none"> Minutes: Exec/Finance Finance Report 	No Action
Action Items	<ul style="list-style-type: none"> Financial audit Statements 	Caitlin Rice makes a motion to accept the financial audit statement.

	<ul style="list-style-type: none"> • 990 Tax Return for FY 2019.2020 • Annual 401K contribution • Preliminary Budget FY 21.22 Vince D. questions the decrease in operational budget. Explained this is preliminary with the expectation of CARES and CRRSAA Response and Relief Act 	<p>Priscilla DeNino seconded. The motion passed unanimously.</p> <p>Terri Barlow makes a motion to accept the 990 Tax Return for FY 2019-2020. Priscilla DeNino seconded. The motion passed unanimously.</p> <p>Priscilla DeNino makes a motion to accept annual 401K contribution. Henry Perez seconded. The motion passed unanimously.</p> <p>Robin Buckmaster makes a motion to accept FY 21.21 Preliminary budget. Caitlin Rice seconded. The motion passed unanimously.</p>
Executive Directors report	<p><u>State and Office of Early Learning (OEL) Updates</u></p> <ul style="list-style-type: none"> • OEL Executive Director update calls - weekly • AELC Board of Directors calls – weekly • Florida Chamber of Commerce Learners to Earners Summit – June 15th • Florida Chamber of Commerce Prosperity Initiative Summit – May 26th • Palm Bay Chamber of Commerce Mayor’s Breakfast with Sherrif Ivey – June 18th <p><u>Coalition Update:</u></p> <ul style="list-style-type: none"> • OEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is approved and Phase V grants to providers is in process. Providers will be receiving this grant by June 30th and July 9th. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance. • Legislative Activity – House Bill (HB) 419/7011 being developed with focus on VPK accountability, monitoring, CCRR customer service, coalition governance. • Finance Updates <ul style="list-style-type: none"> ○ 2019.2021 Single Audit and 990 Tax 	No Action

Return – update from auditing firm, Verdaja, DeArmas and Trullillo

- Finance report is included
- Agency 21.22 Provisional Budget – ACTION ITEM
- Annual Retirement 401(k) contribution from ELCB to all staff – ACTION ITEM
- Provider termination as previously reported (Merritt Island) is proceeding and moving through legal process. UPDATE: Counsel has notified provider of additional 7 days to respond and will then issue final termination notification.
- 2018-2019 SR Reconciliation and Repayment. All notifications have been sent to providers of their status for repayment.
- United Way grant award was \$267,000 for 2021-2022 fiscal year.
- Governance and policy review beginning for Board of Directors starting May 2021. As per our OEL grant agreement and in accordance with governance, we will present updated and revised policies over the next few months. Our monitoring and independent reviews have issued findings regarding outdated policies specifically in the finance and human resources areas of operations. Policy updates are presented on today's agenda for Board review and approval.
- Initial research conducted regarding the ELC Rockledge office lease. Comprehensive cost benefit and operational analysis will be presented to the Board in June. Research being completed to include IT upgrade for equipment and software upgrades. UPDATE: Ongoing.
- Developing internal team/leadership/culture training and employee relations assistance with Krizner Group from Tallahassee. Key lead with Krizner is helping with human resources policy development, leadership coaching, fostering culture and workplace initiatives.
- Director and Officers Liability Insurance quotes have been received. Board Chair requested and presented here for Board review and approval. Policy increases each of coverage to \$2million dollars and policy has been bound for a July 1st renewal date.
- OEL Time Reporting work group issued guidance related to key #10 highlighted items for Coalitions to incorporate into policy starting July 1. Special note to Board: 50%-60% of the items were HR/Employment/Internal Control questions brought to Board in October 2019. Operational policies are being reviewed for updating around three key items; ELCB office hours, paid lunches and state recognized holidays.
- OEL 2021.2022 Grant Agreement has been issued. Leadership and staff conducted

	comprehensive review with noted changes reflected from HB 419/7011 as well as programmatic and monitoring updates. Grant has been completed and signed and will be submitted to OEL for execution by close of business 6.23.2021.	
New Business	<ul style="list-style-type: none"> No July meeting 	No Action
Adjourn	The meeting was adjourned at 5:15	Terri Barlow motioned for the adjournment of the board meeting. Caitlin Rice seconded the motion. The motion passed unanimously

June 22, 2021 Board minutes were approved at the August 17, 2021 meeting: