



Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting
 Date/Time: Monday, January 10, 2022 at 4:00 p.m.
 Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935
 Members Present: Alan Bergman, Khaled Jarrah, Caitlin Rice, Terri Barlow
 Absent:
 Staff present: Laura Gambino, Jeannie Williams, Amaris Rosario
 Start Time: 4:00 p.m.

| Agenda Item | Summary/Discussion | Action/Follow-up |
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| Welcome and Call to Order | Alan Bergman called the meeting to order at 3:05 a.m. | No Action |
| Chairman Update | <p><u>HR Audit</u></p> <ul style="list-style-type: none"> The HR Audit conducted by The Krizner Group has been reviewed with Executive Director and myself. It does appear that the prior administration including the director of HR and director of operations engaged in mismanagement regarding employee benefits including PTO, PTO payouts and overtime. The changes were not brought before the Board of Directors. This report is for informational purposes only at this time. The Executive Director has requested in the past that we consider fiscal controls audit from DEL as independent review and supplement to the report. <p><u>Executive Director Evaluation</u></p> <ul style="list-style-type: none"> As Chair, I met with the Executive Director on December 14th, 2021 and reviewed performance and agency goals for 2021. Initial evaluation was outstanding with my initial approval of 5% increase of salary, continuance of 10% contribution to retirement fund and a recommendation to move forward with a three-year employment agreement beginning January 2022. I have received the online evaluation completed by the Executive/Finance Committee and share those results here and open the meeting for discussion. The results from the evaluation are attached for discussion. | Caitlin Rice makes a motion to accept the Chairman's recommendation of a 5% salary increase. Terri Barlow seconded the motion. The motion passed unanimously. |
| Approval of Meeting Minutes | September 21, 2021 minutes were approved at the October 19, 2021 Annual Bord meeting | No Action |

Executive Director

- **Coalition Update:**
- DEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is in process. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance with estimated \$2.3 billion being distributed to providers over 2021-2023 time period. **UPDATE: Award issued November 10th amount of \$6,413,368. Application process for providers began Nov 16th and 92% complete by 12/31/21.**
- Mayor's Event scheduled for February 3rd in Cocoa with Mayor Mike Blake and Sherrif Ivey hosting the event. ELCB will be conducting a community assessment report and update on Early Learning in Brevard county. We expecting 60-75 in attendance and will be asking for support from all 16 municipalities.
- Finance update: Monthly finance report is attached. Mid-year budget update to the Executive/Finance committee in January. **Notice of Award: ARP** funding is still being reviewed and waiting for Federal and State award announcements from DEL.
- Legislative Activity – House Bill (HB) 419/7011 being developed with focus on VPK accountability, monitoring, CCRR customer service, coalition governance. Statute and Rule final hearings being held October 20th in Orlando. Legislative session committee meetings have begun. Chair of Pre-K12 Appropriations is Rep. Randy Fine and focus on funding this upcoming year is VPK credentialing, instructor support and literacy/reading rates.
- Program Monitoring Audit FY 20.21. **UPDATE:** DEL monitoring ongoing and initial observations and findings are being reviewed. Exit conference meeting schedule February 10th.
- Financial Audit with Verdaja, DeArmas and Trujillo and Fiscal Monitoring from DEL ongoing in January and February.
- Convening the Nominating Committee for prospective Board members to include ex-officio, DCF Regional Administrator and Governor Appointed private sector seats per grant requirements.

Community Activities and meeting:

- TOY DRIVE DECEMBER 11TH – 14TH
- Fund Development Event – **FEBRUARY 3RD**
- Children's Literacy Week – January 31st – February 4th
- United Way Thrive by Five Initiative and Partnership
- Business Leadership Institute in partnership with Orange County ELC - #5 participants and provider who is serving as a mentor!

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| Finance Report | Finance Director, Amaris Rosario gave the Finance Update <ul style="list-style-type: none"> • Khaled Jarrah requests a further breakdown of the report. | |
| Adjournment | Meeting was Adjourned at 5:02 a.m. | Terri Barlow motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously. |

January 10, 2022 Exec/Finance Committee Meeting Minutes approved at February 18, 2022 Exec/Finance Meeting