



# Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting  
 Date/Time: June 14, 2022 at 3:00 p.m.  
 Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935  
 Members Present: Alan Bergman, Khaled Jarrah, Caitlin Rice, Terri Barlow  
 Absent:  
 Guests  
 Staff present: Laura Gambino, Jeannie Williams, Amaris Rosario  
 Start Time: 3:00 p.m.

Agenda Item	Summary/Discussion	Action/Follow-up
<b>Welcome and Call to Order</b>	Alan Bergman called the meeting to order at 3:05 a.m.	No Action
<b>Approval of Meeting Minutes</b>	April 19, 2022 minutes	Caitlin Rice motioned to approve the April 19, 2022 Terri Barlow as the second). Caitlin Rice seconded the motion. The motion passed Unanimously.
<b>CEO Report</b>	<p><b><u>State Board of Education and Division of Early Learning Updates</u></b></p> <ul style="list-style-type: none"> <li>• DEL Executive Director update calls – bi-weekly</li> <li>• Association of Early Learning Coalitions (AELC) – monthly</li> <li>• Finance Director/DEL Collaborative Calls</li> <li>• Division of Early Learning Rule Workshops</li> </ul> <p><b><u>ELCB Coalition Update:</u></b></p> <ul style="list-style-type: none"> <li>• Policy and Governance updates will start on April 22<sup>nd</sup> and be sent to the Board in “batches”. Total number of policies is #150, however, the batches will be broken into small groups as ACTION ITEMS and NO ACTION/REVIEW ONLY. Estimated to have project run from April 22 – July 30, 2022. <b>UPDATE:</b> Policy Packet #3 Operations; for review only out June 15.</li> <li>• The United Way award letter was issued and ELC Brevard was awarded the same amount as prior year; the award total is \$267,000. The Employer campaign for ELCB staff will be at the kickoff event over the summer.</li> <li>• ARPA Discretionary funding expected for 2022-2023 is being reviewed by DEL and expected funding award within the first quarter of 2022-2023. Current staffing is dedicated to the monitoring process for the current ARPA funding round of approximately \$8.4 million. The payments to providers are in installments with monitoring being conducted by ELC staff.</li> </ul>	No Action

- Rockledge Lease update – letter of intent due from landlord by June 30<sup>th</sup>. Finance/Executive Committee review and approval at June 14<sup>th</sup> meeting with final negotiations and legal review by month end. Partnership with Family Promise for additional ELCB outreach and family engagement space has been confirmed. Expected renewal for the small space/rent reduction by October 1<sup>st</sup>.
- ELC Brevard Provider Rate Increase was approved by the Division of Early Learning as presented from the May meeting. Effective date is July 1<sup>st</sup> and will impact levels of care from toddler to school age.
- Annual Provider Conference will be held Saturday September 17<sup>th</sup> from 9am- 4pm at The Oaks Movie Theater. Keynote speaker will be the 2020 National Teacher of the Year, Tabatha Robsproy. We will begin asking for sponsors and expect a SOLD OUT event. Inviting the Commissioner of Education from State of Florida and DEL Matt Mears to attend.
- Workforce Needs Initiative grant has been approved for additional funding opportunity with DEL. Funding will continue to support workforce and employment recruitment/retention efforts for child care and education professionals. **UPDATE:** funds will be reverted and reappropriated by DEL at this current fiscal year (2021-2022) ending balance.
- Review of new Customer Relationship Management system (CRM) called WebAuthor has been completed. WebAuthor is a fully integrated customer management system that is cloud-based that streamlines ALL ELCB operations. The greatest advantage to this software platform is the ease of data and research resources to assist all functions of ELCB operations. **ACTION:** CEO to move ahead with initial agreement with WebAuthor for six month phase agreement with option to contract for annual agreement at same rate. Total for initial six month agreement is \$24,000.
- CEO Proposal for the Annual Retirement contribution to all staff. Attached proposal outlined two options for all staff. CEO requested the Exec/Finance approve Option #2 with special consideration of additional financial and DEL award increases, changing post-pandemic operational environment and all staff working additional tasks and functions. In addition, the operational budget for administrative salaries and benefits was under projected budget. A third

Caitlin Rice makes a motion to move forward for a sixth month phase agreement with the option to contract for annual agreement at the same rate. Terri Barlow seconded the motion. The motion passed unanimously.

Khaled Jarrah makes a motion to accept option 2 to the staff bonus and 401K contribution. Terri Barlow seconded the motion. The motion passed unanimously. Motion approves a 7 ½% special compensation/bonus for eligible

	<p>“positive” for the increase in bonus and contribution is the value of retaining employees during high labor market environment. <b>ACTION</b></p> <ul style="list-style-type: none"> <li>• ELCB is contracting with The Children’s Forum for CLASS observation and assessments for the 2022-2023. Budgetary item.</li> <li>• Early Learning Outcomes – Closing the Gap Data Report. The Classroom Assessment Scoring System (CLASS) is a quality improvement system for teaching. CLASS not only defines teaching quality through the lens of interactions, but it also provides the ability to measure and improve the interactions that matter most for student outcomes. It provides opportunity for continuous improvement that is data-driven and focused on what matters most for student outcomes, interactions. DEL working on continuous improvement efforts based on CLASS scores by county. ELC Brevard CLASS Coaching update report attached; curriculum for providers for quality Learning Beyond Paper and MarcoPolo Learning (demo scheduled for June).</li> <li>• Division of Early Learning is beginning an effort to improve the Governor Appointee positions for all ELC’s. The process has traditionally taken a long time leaving many Coalitions with vacancies in Board Chair roles as well as gap in the Governor Appointee Private Sector seats. DEL has contacted all the ELC’s for feedback and input on local efforts.</li> <li>• ELC Brevard Local Outreach <ul style="list-style-type: none"> <li>○ Space Coast League of Cities Monthly Meetings, Second Monday each month</li> <li>○ Unity in Community, Family Engagement #140+ Family Outreach</li> <li>○ Brevard County Home Show May 14-15 with 98.5 The Beach</li> <li>○ Florida Chamber of Commerce Foundation, Prosperity Summit, May 25th</li> <li>○ Florida Chamber Learners to Earners Conference, June 28th</li> <li>○ Confirmed Education Update from State Representative Randy Fine, May 17<sup>th</sup>.</li> </ul> </li> <li>• Rule Updates <ul style="list-style-type: none"> <li>6M-4.500 – Child Attendance and Provider Reimbursements</li> <li>6M-4.735 Early Learning Professional Development Standards and Career Pathways</li> <li>6M-8.702 Removal from Voluntary Prekindergarten Education Program Eligibility</li> <li>6M-9.120 Early Learning Coalition Performance Standards and Evaluations</li> </ul> </li> </ul>	<p>employees and 7 ½% annual “profit-sharing” contribution to the ELCB 401 (k) plan for eligible employees.</p>
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<b>Finance Report</b>	CFO, Amaris Rosario gave the Finance Update and presented the committee with the preliminary budget for FY 22-23.	Khaled Jarrah makes a motion to bring the preliminary budget for FY 22-23 to the full board for approval. Terri Barlow seconded the motion. The motion passed unanimously.
<b>Adjournment</b>	Meeting was Adjourned at 3:55 p.m.	Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.

June 14, 2022 Exec/Finance Committee Meeting Minutes approved at August 16, 2022 Exec/Finance Meeting