Executive/Finance Committee Meeting
Tuesday, December 13, 2022
2671 W Eau Gallie Blvd
3:00 PM

Agenda

Welcome & Call to Order
Alan Bergman
Chair, Board of Directors

Executive/Finance Minutes – November 15, 2022
ACTION ITEM

Chair Report
CEO Annual Performance – Jan 2023
Alan Bergman

CEO Report
Finance Policy and Governance
Banking Updates/Signature Requirements
Provider/Parent Overpayment – Legal Update
Execution of WorldClass Workforce Initiative
Laura Gambino, CEO

Finance Report
Monthly Budget Report
Operations/Bank Reconciliations
Amaris Rosario, CFO

New Business

Adjourn

Next meeting: January 17, 2022
Early Learning Coalition
Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting
Date/Time: November 15, 2022 at 3:00 p.m.
Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935
Members Present: Alan Bergman, Caitlin Rice, Terri Barlow (V), Michael Blake
Absent: 
Guests

Staff present: Laura Gambino, Jeannie Williams, Amaris Rosario
Start Time: 3:00 p.m.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary/Discussion</th>
<th>Action/Follow-up</th>
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<tbody>
<tr>
<td><strong>Welcome and Call to Order</strong></td>
<td>Alan Bergman called the meeting to order at 3:05 a.m.</td>
<td>No Action</td>
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<td><strong>Approval of Meeting Minutes</strong></td>
<td>September 13, 2022 minutes</td>
<td>Caitlin Rice motioned to approve the September 13, 2022 minutes. Terri Barlow seconded the motion. The motion passed Unanimously.</td>
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<td><strong>Chair Report</strong></td>
<td>CEO Performance Report – Division of Early Learning</td>
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<td>Alan would like to congratulate Laura Gambino, CEO for completing the Harvard University’s, Early Learning certificate. It was a yearlong very comprehensive program and the board is very appreciative of her continuing education effort.</td>
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<td>Alan spoke about a program where people go to different animal shelters and read books to the animals and maybe this is something Providers might be interested in.</td>
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<td><strong>CEO/Chief Executive Officer Report</strong></td>
<td>State Board of Education and Division of Early Learning Updates</td>
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<td></td>
<td>• DEL Executive Director update calls – bi-weekly</td>
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<td>• Association of Early Learning Coalitions (AELC)</td>
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<td>• CLASS Work Group Meetings – bi-monthly, acting Chair</td>
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<td>• Division of Early Learning Rule Workshops</td>
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<td>• Weekly ARPA Spend Plan call AELC/DEL</td>
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<td><strong>ELCB Coalition Update:</strong></td>
<td>American Recovery Plan Act (ARPA) II Update: DEL Notice of Award (NOA) received September 30th in amount of $17,985,966 for ARPA Phase II. Recommended itemized spend plan in review and waiting for further guidance from DEL; preliminary spend plan documents have priority of funding dedicated to stabilize Florida’s providers; expand access to high quality providers for families; invest in quality and elevate Florida’s workforce and early learning teaching industry.</td>
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• 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. Working with FACCM and Broward county for support with DCF training and credentialing costs and developing a FTE dedicated to Workforce Initiatives. **UPDATE:** Notice of Award and Re-Appropriation of $1,437,295 in addition to $523,000. Dedicated award of almost $2 million directly for Building a World Class Workforce Initiative.

• Rockledge Office – surplus and destruction to be finalized by 11.28.22. Complete vacancy of the west side office space and final walk through with landlord tentative scheduled for Dec 1st. The Rockledge Suite D space fully functional by 11.28.22/

• Division of Early Learning – VPK Readiness Rates and Program Assessment directives are effective with this contract year. Additional training and monitoring efforts are being developed and executed daily. **Update:** VPK $15/hour minimum wage initiative approved 8.5.22 and Notice of Award received 8.12.2022 in amount of $2.6 million. Developing Program of Action for DEL on how ELCB will address increasing VPK Readiness Rates. Additional resources and staff needed for coaching, training and provider support.

• 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. **Update:** Initiating professional development tool with Marco Polo Learning for all providers to increase CLASS scores and enhance Family Engagement components.

• School Readiness (SR) Plan submission to Division of Early Learning is due December 30th. This project brings all ELCB policies and procedures into one document including all the new changes from legislative and rule approvals. ELCB will solicit input from community as part of the School Readiness (SR) Plan Amendment and Acknowledgement plan. **Update:** SR Plan updates per Rule are attached in draft format.
- ELC Brevard Local Outreach
  - Space Coast League of Cities Monthly Meetings, Second Monday each month
  - Family Engagement event
  - Baby Bash Family Engagement, September 24th
  - Father’s Event 11/22
  - Annual Toy Drive 12/10 at Kia Dealership in Cocoa

- Rule Updates
  6M-4.500 – Child Attendance and Provider Reimbursements
  6M-4.735 Early Learning Professional Development Standards and Career Pathways
  6M-8.702 Removal from Voluntary Prekindergarten Education Program Eligibility
  6M-9.120 Early Learning Coalition Performance Standards and Evaluations

**School Readiness (SR) Plan Amendment/Rule Change**

**Policy and Procedure Update**
Terri asked to clarify if Sub-recipient is the same as Provider.
Answer: No
Terri asked how cost allocation was figured. Answer: PAR

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<th>Finance Report</th>
<th>CFO, Amaris Rosario Monthly Budget Report</th>
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| Adjournment | Meeting was Adjourned at 3:35 p.m. | Terri Barlow motioned for the adjournment of the Executive/Finance Committee meeting. Michael Blake seconded the motion. The motion passed Unanimously. |