



# Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting  
 Date/Time: August 16, 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>	June 15, 2022 minutes	Caitlin Rice motioned to approve the June 15, 2022 minutes. Terri Barlow 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) and Legislative Meetings Corcoran Partners</li> <li>• One Goal Conference, Tamp July 18-22, 2022</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> Operational policies sent July 15 and August 14 for review.</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. <b>Update:</b> Second installment payments issued to all providers.</li> <li>• Rockledge Lease – final review by attorney and meeting with landlord to negotiate with an estimated start of December 1. The move out of Rockledge main/west side is ongoing but majority of the move with be in late Oct/early November.</li> </ul>	No Action

- Memorandum of Understanding (MOU) with CareerSource Brevard has been reviewed by legal and ready for signature. Estimated start of office space move in will be October 1<sup>st</sup> for the Rockledge and Titusville office space; Palm Bay office space is fully occupied!
- 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 Robsroy. We will begin asking for sponsors and expect a SOLD OUT event. **Update:** Secured \$4500 in sponsorship revenue and ticket sales are moving. Expect #220 in attendance.
- 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 confirmed; estimated grant funding is \$523,000.
- 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. Will require new training of VPK provider, BPS and ELC staff for execution and monitoring.
- Financial breach with vendor. On July 26<sup>th</sup>, we learned of a payment made to a vendor had been breached. We have followed all protocols including filing police and FBI report of cyber-theft, immediate IT and cyber-security scan of all ELCB computers, notified banking institution and insurance carriers. Based on auditing/CPA firm recommendation, next step is to pursue legal claim with vendor's insurance carrier. **Update:** vendor has been contacted and requested to provide ELCB with statement of claim and coverage. The vendor is and continues to work with ELCB and providers on all products/services as outlined in agreement during the investigation of the breach.
- 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. **Update:** WebAuthor launch in process; meeting to develop reports and start of slot utilization data reports.

- ELCB is contracting with The Children’s Forum for CLASS observation and assessments for the 2022-2023.
- ELCB chosen to participate in two Pilot Programs with Division of Early Learning – Brookes projects on the assessment tool used for inclusion services and FSU 10 Components program dedicated to teaching social/emotional values.
- Meetings set with two new community partners – Frank Abbate, County Manager and Todd Pokrywa, CEO of The Viera Company.
- 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.
- ELC Brevard Local Outreach
  - Space Coast League of Cities Monthly Meetings, Second Monday each month
  - Library Family Engagement Event, August 25<sup>th</sup>
  - Melbourne Regional Chamber Business Advocacy Meeting, Aug
  - Florida Chamber of Commerce Foundation, Prosperity Summit, May 25<sup>th</sup>
  - Florida Chamber Learners to Earners Conference, June 28<sup>th</sup>
- 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	
<b>Finance Report</b>	CFO, Amaris Rosario gave the Finance Update	
<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.

August 16, 2022 Exec/Finance Committee Meeting Minutes approved at September 20, 2022 Exec/Finance Meeting