



# Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting  
 Date/Time: December 13, 2022 at 3:00 p.m.  
 Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935  
 Members Present: Alan Bergman, Caitlin Rice (V), Terri Barlow , Michael Blake  
 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>	November 15, 2022 minutes	Michael Blake motioned to approve the November 15, 2022 minutes. Terri Barlow seconded the motion. The motion passed Unanimously.
<b>Chair Report</b>	CEO Annual Performance Report will be done in January	
<b>CEO/Chief Executive Officer 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)</li> <li>• CLASS Work Group Meetings – bi-monthly, acting Chair</li> <li>• Division of Early Learning Rule Workshops</li> <li>• Weekly ARPA Spend Plan call AELC/DEL</li> </ul> <p>ELCB Coalition Update:</p> <ul style="list-style-type: none"> <li>• American Recovery Plan Act (ARPA) II Update: DEL Notice of Award (NOA) received September 30<sup>th</sup> 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. UPDATE: Estimated application reviews begin in Feb 2023 and payments to providers late Feb/early March.</li> <li>• 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: Notice of Award</li> </ul>	

and Re-Appropriation of \$1,437,295 in addition to \$523,000 for Building a World Class Workforce Initiative and FTE VPK Program Support Coach position.

- Rockledge Office Closure finalize with walk through held on December 1<sup>st</sup>. Landlord was very happy at the condition and cleanliness of the space vacated and complimentary of our entire team. The address remains the same except for the change to Suite D as the new office location. Reevaluating the CareerSource Brevard space and utilization for 2023.
- Division of Early Learning – VPK Readiness Rates and Program Assessment directives and Closing the Gap Data for Classroom Assessment Scoring System (CLASS) – both high priority items for DEL and the quality improvement system for early learning. UPDATE: Additional FTE position within Worldclass Workforce initiative will support all VPK and CLASS outcomes.
- Division of Early Learning is requesting a Reobligation/Deobligation of funds from ELCB based on first quarter actual funding spend. We are reviewing with CFO and Operations consultant to determine best response.
- Family Homecare Provider/Parent Suspected Fraud update – completed due diligence concerning parent/provider family homecare suspected fraud as reported at the November Board meeting. After meetings with Division of Early Learning Program Integrity Unit (DEL) and Department of Public Assistance Fraud (DPAF) as well as the Inspector General (IG) and ELCB legal counsel, DPAF determined there were no grounds for criminal charges therefore releasing to local ELCB decision for overpayment action. Legal has reviewed the attached notices to the parent/provider and upon review by Executive/Finance committee on 12.13.22 notifications will be sent to the parent/provider.
- ELCB Audit updates
  - Division of Early Learning Finance Administration and Budget Services reviewed supporting documentation for expenditures and found three items that are disallowed/prohibited expenditures in accordance with DOE travel policy. Technical assistance has been provided from DEL to ELCB and amount of \$132.37 must be returned to DEL. Additional travel policy and expenditure training will be held internally

with staff in the first quarter of calendar year 2023.

- Single Audit and Tax Return filings will begin mid-January 2023.
- DEL Fiscal Monitoring with independent firm WatsonRice has planning meeting scheduled for 12.27 and on-site monitoring with sample to begin on January 9<sup>th</sup>.

- School Readiness (SR) Plan updates: ONGOING. 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.

- As outlined in HB 419, Division of Early Learning will begin Customer Satisfaction Surveys of all Coalitions beginning in 2023. DEL has convened a workgroup and has held numerous meetings with AELC members to ask and provide feedback on this survey. DEL has contracted with UF to develop and conduct the survey. Four groups will be surveyed; Family Referrals (CCRR), Enrolled Families (SR and VPK), Provider Satisfaction and Board Member Satisfaction. Survey methodology and scripts are being finalized and expected to begin sending out in late January/early February 2023.

- ELC Brevard Local Outreach

- Space Coast League of Cities Monthly Meetings, Second Monday each month
- DCF Hope Florida Governor and Casey DeSantis Hurricane Relief Event 12/3-12/5
- Family Engagement event
- Dad's On Call event 11/22
- Annual Toy Drive 12/10 at Kia Dealership in Cocoa
- County Commission Meetings – set for two newest commissioners
- Brevard Legislative Delegation Meeting – January 11<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

	<p><b>Michael Blake made some suggestions for Community Outreach events: Metropolitan Missionary holds food drive every Wednesday &amp; Friday. Latin churches in Brevard</b></p>	
<b>Finance Report</b>	CFO, Amaris Rosario Monthly Budget Report	
<b>New Business</b>	<p>Alan asks Laura to discuss training and bringing in the new guy. Laura has spoken to both Alan and Caitlin and to be fully transparent she would like them to know ELC has a potential candidate who is related to her. Jeannie will check with HR attorney, and she will not be supervising him. He is a Registered Behavior Therapist and a Trainer and ELC needs Trainers.</p>	
<b>Adjournment</b>	Meeting was Adjourned at 3:35 p.m.	<p>Terri Barlow motioned for the adjournment of the Executive/Finance Committee meeting. Michael Blake seconded the motion. The motion passed Unanimously.</p>

December 13, 2022 Exec/Finance Committee Meeting Minutes approved at the January 17, 2023 Exec/Finance Meeting