



# Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting  
 Date/Time: January 17, 2023 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.

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>	December 12, 2022 minutes	Michael Blake motioned to approve the December 17, 2022 minutes. Caitlin Rice seconded the motion. The motion passed Unanimously.
<b>Chair Report</b>	<p>CEO Annual Performance Review</p> <ul style="list-style-type: none"> <li>Board Chair reported on CEO’s self-assessment report and supporting compensation data.</li> <li>Executive/Finance committee survey results show outstanding performance</li> <li>Additional data reflected with agency base revenue vs. revenue growth year to year</li> </ul> <p>Terri Barlow asks if the motion is to elevate the compensation from \$132,825 to \$152,748. The Chair’s response is yes: comment made that this is approx. 14% - 15% increase. All committee agreed.</p> <p>Increase matching 401K contribution to 5% for all staff</p> <ul style="list-style-type: none"> <li>Note that this is the first increase to employer matching contribution.</li> </ul> <p>Approval for final 2022 401K contribution of 10% to CEO per employment agreement for calendar year of 2022.</p>	<p>Michael Blake motioned to increase CEO’s salary by 15% effective January 17, 2023. Terri Barlow seconded the motion. The motion passed unanimously.</p> <p>Motion by Caitlin Rice to remove the 10% executive compensation for retirement for CEO and approve a matching 401K of up to 5% for <b>all</b> employees including the CEO and year end contribution of 5% budget allowing. Motion seconded by Michael Blake and pass unanimously.</p> <p>No Action – Approved per employment agreement.</p>
<b>CEO/Chief Executive Officer Report</b>	<b><u>State Board of Education and Division of Early Learning Updates</u></b>	

- DEL Executive Director update calls – bi-weekly
- Association of Early Learning Coalitions (AELC)
- CLASS Work Group Meetings – bi-monthly, acting Chair
- Division of Early Learning Rule Workshops
- Weekly ARPA Spend Plan call AELC/DEL

**ELCB Coalition Update:**

- 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.
- 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.
- 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.

- Received a Governor Appointee application from Liz McGinley, Real Estate Broker and Mother’s Advocate and former faith-based VPK Director.
  
- Submitted additional grant application with Space Coast Health Foundation for \$20,000 and in process for upcoming United Way grant cycle request. Additionally, staff is exploring value and cost analysis for submitting local CDBG grant from local municipal and county partners.
  
- School Readiness (SR) Plan submission to Division of Early Learning is due December 30<sup>th</sup>. 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
  - Brevard Legislative Delegation, January 11<sup>th</sup>
  - County Commissioner Feltner meeting, January 12<sup>th</sup>
  - Baby Bash Family Engagement, September 24<sup>th</sup>
  - 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

<b>Finance Report</b>	CFO, Amaris Rosario Monthly Budget Report	
<b>New Business</b>	None	
<b>Adjournment</b>	Meeting was Adjourned at 3:35 p.m.	Caitlin Rice motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously.

January 17, 2023 Exec/Finance Committee Meeting Minutes approved at the February 21, 2023 Exec/Finance Meeting