



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting

DATE/TIME: Tuesday, November 14, 2017 at 3:00 p.m.

LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave, Rockledge, FL

MEMBERS PRESENT: Alan Bergman, Mark Broms, Victoria Candelora, Priscilla DeNino, Lori Duester, Ian Golden (sub), Jeffrey Harrison, Beth Mills, Tom Peer, Myrna Shimei, Gena Tiedeman, and Travia Williams

EXCUSED ABSENT MEMBERS: Terri Barlow, Natalie Jackson, Don Lusk, and Althea Puzio

UNEXCUSED ABSENT MEMBERS:

STAFF PRESENT: Sky Beard, Jessica Beecham, Cathie Odom, Emily Orndorff, Tina Snyder, Jennifer Shields and Gina Sousa

GUEST PRESENT: N/A

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 3:05 p.m. Pledge of allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: October 17, 2017 b. Directors Report	Beth Mills motioned for the Consent Items to be approved. Priscilla DeNino seconded the motion. The motion passed unanimously by all Board members.
Committee Reports	<u>Executive/Finance Committee:</u> Alan Bergman reported to the Board that the Executive/Finance Committee met on Monday, November 13, 2017. The agenda items included: <ul style="list-style-type: none"> • Raising of America screening update • Melbourne office follow-up • RFP 2017-01 for External Audit services • Annual Performance review of the Executive Director 	No Action/Follow-up
Old Business	<p><u>Finance Report and Waiting List/New Enrollment Update:</u> Cathie Odom informed the Board that at this time reimbursement has not been closed and therefore, no reports are available.</p> <p>The current wait list numbers are about the same with a slight decrease in the enrollments and families are being pulled off the waiting list. The enrollments are being monitored closely and further updates will be provided.</p> <p><u>Raising of America Planning:</u> Sky updated the Board regarding the event. At this time, hard copy invites and e-vites have been sent out with about 50 RSVPs. E-vite reminders will be sent out again and the Board will be receiving a calendar invite.</p> <p><u>Melbourne Office Lease:</u> Alan Bergman informed the Board that the Executive/Finance Committee has discussed the details of the current lease for the Melbourne office and the potential of occupying a new space. The Board was presented with slides addressing highlights and follow up from the last Board meeting discussion.</p> <p>Alan expressed that on a personal note he believes the investment of renting a new building is in the best interest of the</p>	<p>Mark Broms motioned for Coalition staff to be empowered to continue discussions with the contractor and keep the Board updated.</p> <p>Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.</p>

	<p>Coalition.</p> <p>The members of the Executive/Finance Committee discussed the need in the South area of the county and the security the area will provide. The members informed the Board the decision was not taken lightly when considering the perception a new building might have within the community.</p> <p>The Board discussed the concerns they had with several items:</p> <ul style="list-style-type: none"> • The rent comparison with like size Coalitions • What the training needs are for providers • The other potential tenant in the building <ul style="list-style-type: none"> ○ Will likely be built to occupy a medical company • The sustainability of increased rental expenses • The current lease has been extended a year and will continue as a month to month lease until the building is completed. The contract will be review to be sure this is correct. <p>The Executive/Finance Committee recommended empowering Coalition staff to move forward with the negotiations with the contractor.</p>	
New Business	<p><u>Faith Based Representative Ballot Results:</u> Sky reminded the Board that the first votes did not have a majority which resulted in new ballots being sent out with top two nominees on the ballot. The new votes were due on Monday, November 13th and Heather Quidort from Kids Place in Titusville received the majority vote. Heather will attend the next meeting.</p> <p><u>Children's Services Council Update:</u> Sky presented the Board with slides (see attached). Sky explained the history and current status of discussions occurring regarding the establishment of a funded Children's Services Council. The sole purpose is to invest in the wellbeing of children and provide an additional funding source for Brevard County programs that serve children.</p> <p>The Board reviewed the roles and structure of the Brevard County CSC. The following are the next steps here in Brevard:</p> <ul style="list-style-type: none"> • Submission of members to Governor's office • Polling • Establishment of a political action committee (PAC); will serve as fundraising arm of CSC and lead the community campaign • Approval of ballot language by county commission • On ballot for vote in November 2018 <p>The Board discussed how they could attend future next meetings.</p> <p><u>Added Items:</u> Sky explained that on Monday, November 13th a provider in Port St. John had their license revoked. When a license is revoked the ELC contract must be termed. The families are currently being transferred to other providers. The Board discussed the concerns with the findings from DCF and the reasons for the revocation. Coalition staff are moving forward with the termination letter, have communicated with the owner explained the appeals process.</p>	

	Key Result Area Committee Meetings: The Quality Assurance Committee will be meeting.	
Public Comment/Board Announcements	<p>Lori Duester thanked Kevin Carraro for attending and presenting at a parent workshop hosted by The Children's Center.</p> <p>Sky informed the Board that Tom Peer will be retiring and this will be his last meeting, but he will be coming back to the Coalition on the morning of December 19th as Santa to engage with School Readiness children at the Coalition office in Rockledge. Board members were encouraged to stop by if possible. The Board and ELC staff thanked Tom for all his hard work and commitment to Brevard's children and providers. Tom thanked the Board for all they do as well.</p>	No Action/Follow-up
Adjournment	The meeting was adjourned at 4:20 pm	
Next Meeting	December meeting cancelled due to holiday schedules; Next meeting will be January 16, 2018.	No Action/Follow up

November 2017 Board of Directors Minutes Approved:

Respectfully Submitted,

Approved

Signature Date
Executive Coordinator

Signature Date
Executive Director



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Board of Directors Meeting Tuesday, November 14, 2017

- I. Call to Order
- II. Pledge of Allegiance
- III. Coalition Roll Call by Self Introduction
- IV. Consent Items
 - a. Minutes: October 17, 2017
 - b. Director's Report
- V. Old Business
 - a. Finance Report and Waiting List/New Enrollment Update
 - b. *Raising of America* Planning
 - c. Melbourne Office Lease
- VI. New Business
 - a. Faith Based Representative Ballot Results
 - b. Children's Services Council Update
 - c. Melbourne Office Lease
 - d. Key Result Area Committee Meetings
- VII. Public Comment
- VIII. Adjourn

Next Meeting: December 19, 2017

LAUNCHING A CHILD'S FUTURE!



EARLY LEARNING COALITION **OF BREVARD COUNTY, INC.**



MINUTES: Board of Directors Meeting
DATE/TIME: Tuesday, October 17, 2017 at 4:00 p.m.
LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave, Rockledge, FL
MEMBERS PRESENT: Terri Barlow, Alan Bergman, Mark Broms, Victoria Candelora, Priscilla DeNino, Lori Duester, Ian Golden, Jeffrey Harrison, Don Lusk, Beth Mills, Tom Peer, Althea Puzio, Gena Tiedeman, and Travia Williams, Myrna Shimei
EXCUSED ABSENT MEMBERS:
UNEXCUSED ABSENT MEMBERS: Natalie Jackson
STAFF PRESENT: Sky Beard, Jessica Beecham, Paula Gonzalez, Selena McNeely, Cathie Odom, Emily Orndorff, Tina Snyder, Jennifer Shields and Gina Sousa
GUEST PRESENT: Gertrude Freeman-Ford
CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 4:07 p.m. Pledge of allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	<ul style="list-style-type: none"> a. Minutes: August 15, 2017 b. Directors Report c. FY 16.17 Annual Report 	Beth Mills motioned for the Consent Items to be approved. Althea Puzio seconded the motion. The motion passed unanimously by all Board members.
Committee Reports	<p>Executive/Finance Committee: Alan Bergman reported to the Board that the Executive/Finance Committee met on Monday, October 9, 2017. The agenda items included:</p> <ul style="list-style-type: none"> • Melbourne Office Space – To be discussed later • End of Year Financials – To be discussed later. However, no concerns. • Annual Meeting – discussed the agenda for the meeting • Executive Director Review – the Committee will start the review process at the November meeting. 	No Action/Follow-up
New Business	<p>Election of Officers: Sky reviewed the bylaws regarding the Election of Officers. The ballot was distributed to the Board members. The ballots were tallied and unanimously voted as follows: Vice President: Jeffrey Harrison, Treasurer: Mark Broms, Secretary: Beth Mills.</p> <p>Faith Based Representative Ballot Results: Sky explained to the Board that the ballot was submitted to all contracted providers with three nominations to all providers. The bylaws state there must be over 50% majority of the vote for one of the nominees. However, none of the three nominees received a majority of the vote. Therefore, a secondary ballot will need to be submitted to providers for a vote. The Board discussed the need to update the bylaws to clearly state the process if a second ballot is required.</p>	<p>No Action/Follow-up</p> <p>Ian Golden motioned to add language to section 5.3.3. of the bylaws to read “additional ballot containing the names of the top two nominees.” Pricilla DeNino seconded the motion. The motion passed unanimously by all Board members. Ian motioned to apply this process to the current voting process. Victoria Candelora seconded the motion. The motion passed unanimously by all Board</p>

members.

Conflict of Interest Statements/Related Party Vendor Review:

The Board was giving the following forms to review, sign and return to the Executive Coordinator:

- Conflict of Interest/Ethics Policy
- Related Party Vendor Listing

2017 Legislative Session: Sky presented the Board with a PowerPoint (see attached) with the 2017 legislative session updates. The session begins in January and ends March. The committees have already begun to meet.

Local education contacts include Sen. Hukill, Chair Senate Education Committee and Sen. Mayfield, Vice Chair Senate Education Committee.

Legislative priorities for Coalitions included the following:

- Increased funding for VPK
- Increased funding for Performance Funding Project (Quality Initiatives)
- Support local flexibility and decision making (School Readiness priorities, board composition, maintain current ELC structure)

The Board discussed the importance of the Raising of America event at the theater in Viera on November 30th.

November Meeting Date: The current date scheduled for the next Board of Directors meeting is November 21, 2017, which is two days before Thanksgiving. The Board discussed the date and decided to move the meeting to Tuesday, November 14, 2017.

Melbourne Office Lease: Alan informed the Board that the Executive Committee met with the current landlord of the Melbourne office to discuss the possibility of his company purchasing a new building and building a custom buildout for the Coalition. The buildout cost would be included in a 10-year lease. If the Coalition does not move forward with the new construction option, a new lease will need to be signed for a year. However, if the Coalition does move forward, a month-to-month lease could be signed.

The Board discussed cost comparisons and the needs for a new building. The new building will include a large space for training and meetings. The space will also allow staff from the Rockledge office to relocate to the Melbourne office in order to better meet the needs of the growing population in South Brevard. The relocation of staff would free space in the Rockledge office for additional storage space which would allow the cancellation of a storage unit that currently is leased at \$860 a month.

The Board voiced their concerns about the increased rent cost and the time required for the buildout. The Board inquired about using local businesses for training locations. It was agreed that a follow up discussion occur at the November meeting and the

Ian Golden motioned that the Coalition staff move forward with the renewing the lease at the current Melbourne office for a year and bring the discussion back to the November meeting. Don Lusk seconded the motion. The motion passed unanimously by all Board members.

	<p>Board be provided additional data to assist in their decision making.</p> <p><u>Meeting Community Needs:</u> Sky reviewed with the Board the status of the ELC wait list and enrollments (see attached). The Board viewed waiting list information utilizing a newly adopted OEL reporting system, Tableau. At this time, there are currently 936 children on the wait list.</p> <p>The Board discussed the potential impact of families moving from Puerto Rico to Brevard due to hurricane displacement. At this time, there are waivers to assist with VPK eligibility, but families will need to be put on the wait list for School Readiness services.</p> <p>The enrollment for most of the year was higher than budgeted for due the following factors:</p> <ul style="list-style-type: none"> • 12 month eligibility • 3 month extensions • Consistency of the at-risk referrals <p>The Coalition is serving many families, but just not able to serve many new income-eligible families. The Board discussed additional ways to receive funding to help reduce the wait list numbers. However, to clear the wait list and have all families in services an additional \$4 million would need to be raised. In addition, being able to sustain those services is an important consideration. The Board also discussed the importance of a local Children's Services Council and asked for an update to be provided at the next Board meeting.</p>	
Old Business	<p><u>Finance Report and Waiting List/New Enrollment Update:</u> Cathie Odom reviewed the Earmarks for August with the Board (see attached).</p> <p>School Readiness:</p> <ul style="list-style-type: none"> • Direct Services are currently at 88%, with a minimum required being 78%: • Admin Cost are currently lower than required <p>VPK:</p> <ul style="list-style-type: none"> • Administrative costs are currently high due to the beginning of the year being time intensive due to eligibility and enrollments. It is anticipated that this will be reduced throughout the year. <p><u>Board Meeting Start Time Survey Results:</u> The Board discussed the survey results and made the decision to change the meeting time for the full Board meeting to 3:00 pm. The Coalition will monitor attendance with the new start time and if it becomes challenging, the Board will revisit the topic at that time.</p> <p><u>Coalition Merger Update:</u> The Board reviewed the report completed by the Office of Early Learning addressing Coalition mergers. The letter was brief and described the factors OEL could use when determining Coalition mergers.</p>	<p>Lori Duster motioned to change the Full Board meeting times to 3:00 pm stating with the November 2017 meeting. Tori Barlow seconded the motion. The motion passed unanimously by all Board members.</p>


	The conclusion of the letter was that the "number and locations of the early learning coalitions could be reduced from 30 to 25, and we believe more discussion of the issue is warranted."	
Public Comment/Board Announcements	Mrs. Freeman-Ford introduced herself as the Brevard County Provider Representative of Florida Family Child Care Home Association.	No Action/Follow-up
Adjournment	The meeting was adjourned at 6:06 pm	Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	November 14, 2017	No Action/Follow up

October 2017 Board of Directors Minutes Approved:

Respectfully Submitted,

Approved

 11/14/17
 Signature Date
 Executive Coordinator

 11/14/17
 Signature Date
 Executive Director



Director's Report November 2017

State and Office of Early Learning (OEL) Update:

- Sky Beard will be attending the Association of Early Learning Coalitions (AELC) meeting on November 14 in Orlando. The Association will be discussing strategic planning, statewide partnerships and initiatives, legislative advocacy and other related topics.

Coalition Update:

- Coalition staff participated in the 2nd Annual Storybook Village on November 4 at Space Coast Field of Dreams in West Melbourne. The event provided an opportunity for children and families to visit various agency tents that were themed around a specific children's book. The ELC tent was based on "Give a Mouse a Cookie" and contained gross motor, fine motor, math and creative play activities. The event also engaged families in discussions about services provided by ELC.
- Santa will be visiting the ELC Rockledge office on December 19 from 9:30 – 11:30 am. Early learning providers from the community will be invited to bring children to the event and take pictures with Santa and participate in a holiday craft.
- Planning for the 7th Annual Toy Drive is underway. With support from The Beach 98.5 and Sam's Club in Melbourne, this year's event is sure to be the most successful yet. On Saturday, December 9, a *Fill the Truck* event will be hosted at Sam's Club in Melbourne from 10:00 am – 12:00 pm. The event will include a live radio remote, activities for children and an opportunity to discuss ELC services with the community.
- The Early Learning Coalition has once again been selected by Barnes and Noble as a recipient of their holiday book drive. More information to come on when books can be purchased at Barnes and Noble to support children served by ELC.
- Sky served as Chair of a meeting of the Children's Movement Board of Advisors on October 30. The meeting focused on upcoming legislative priorities, opportunities for advocacy as well as discussions about engagement of the business community.
- Sky has been appointed to the Florida Alliance of Information and Referral Services (FLAIRS) Advisory Council. This statewide committee will provide input about collaborative opportunities related to information and referral systems.
- The Coalition has been actively engaged in its in-house United Way campaign. Through payroll deductions and light-hearted activities, the Coalition is on track to surpass its goal and will likely raise an estimated \$9,000 for the United Way of Brevard.

Melbourne Location Rent Comparison

Current Rent

\$ 15.07 per sq. ft
3042 total sq. ft
\$ 45,845 Base Annual Rent

\$ 3,820 Base Monthly Rent

Yearly Change

\$ 15,333 Proposed Monthly Rent
\$ 3,820 Current Monthly Rent
\$ 11,513 Proposed Monthly Difference

\$ 138,155 Gross Yearly
(\$10,320) Less Eliminated Rent
\$ 127,835 Net Yearly

Proposed Rent - New building

\$ 20 per sq. ft (17 base, 3 CAM)
8000 total sq. ft
\$ 160,000 Base Annual Rent

\$ 30 per sq ft (total cost \$50/sq ft)
8000 total sq. ft
\$ 240,000 Build Out ELC Cost

\$ 13,333 Base Monthly Rent
\$ 2,000 Build Out Monthly Cost (10 yr lease)

\$ 15,333 Proposed Total Rent

\$ 23.00 Proposed cost per sq. ft

Budgets - All Facilities

\$ 227,287 Current budget (55 FTE)
\$ 4,132 Annual cost per employee

\$ 355,122 Proposed budget
\$ 5,728 Annual cost per employee

Like Size Coalitions' Budgets

\$ 322,368 Flagler-Volusia (45 FTE)
\$ 8,059 Annual cost per employee

\$ 345,300 Polk (71 FTE) - other programs provide in-kind
\$ 4,863 Annual cost per employee

EARLY LEARNING COALITION OF BREVARD

Board of Directors Meeting
November 14, 2017



CHILDREN'S SERVICES COUNCIL UPDATE

- Voters approve taxing authority for a Children's Services Council through a countywide referendum
- Sole purpose is to invest in the wellbeing of children; provides a dedicated funding source for Brevard County programs



ROLE OF THE CHILDREN'S SERVICES COUNCIL

- Administrator of county funds
- Collect information and statistical data
- Monitor program performance
- Conduct local strategic planning
- Serves as the “hub” of child advocacy in the county
- Provides leadership, oversight and coordination of efforts focused on children

STRUCTURE OF THE CSC

- Statute requires 10 members:
 - Superintendent of public school district
 - School board member
 - District administrator with DCF
 - County Commissioner
 - Judge assigned to juvenile cases
 - 5 Governor appointees

BREVARD COUNTY CSC STATUS

- Brevard already has a dependent CSC (no taxing authority)
- United Way of Brevard provides administrative support
- All Governor appointments have expired
- Statute requires that the county commission submit 3 names for each of the 5 appointment seats to the Governor's office; public notice went out on Monday

BREVARD COUNTY CSC STATUS

- Meetings have occurred regularly with existing members with agency input
- Meetings have included discussions with other CSCs from around the state
- Discussions have focused on data collection, community needs, timelines for necessary activities.
- Task force created to dive deeper into community needs and provide recommendations for potential areas of focus.

BREVARD COUNTY CSC NEXT STEPS

- Submission of nominees to Governor's office
- Polling
- Establishment of a political action committee (PAC); will serve as fundraising arm of CSC and lead the community campaign
- Approval of ballot language by county commission
- On ballot for vote in November 2018

MELBOURNE OFFICE LEASE

Needs:

- Office/workspace for Melbourne office
- Additional meeting and training space
- Greater accessibility to all Coalition services to those in south Brevard

MELBOURNE OFFICE LEASE

Considerations Discussed:

- Cost
- Timeline
- Perception
- Validity of need

MELBOURNE OFFICE LEASE

- Operation Budget – Not impacting direct services to children; budget analysis shows can manage increased cost
- Timeline – Aware of frequent extensions with construction; easier to manage with current landlord/developer
- Perception – “Builder grade” materials; not extravagant

MELBOURNE OFFICE LEASE

- Importance of providing an environment to those we serve that is respectful, welcoming, safe and child friendly
- Large space for a build out is hard to come by
- Cheaper options can be found but need to consider the “cost”
- Location and relationships matter

