



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
PO BOX 560692  
ROCKLEDGE, FL 32956-0692  
PHONE: (321) 637-1800  
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**Executive/Finance Committee Meeting**

August 12<sup>th</sup>, 2019

3:30 pm Melbourne Office

Approval of July 8<sup>th</sup> 2019 Minutes

Agency Budget Update

Executive Director Report

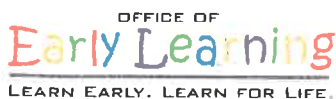
School Readiness SR Match

Melbourne Building Update

Next Meeting: September 9<sup>th</sup>, 2019

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PROUDLY SUPPORTED BY:





# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Monday, July 8, 2019 at 3:30 p.m.  
**LOCATION:** Early Learning Coalition of Brevard, 2080 W. Eau Gallie Blvd, Melbourne, FL 32935  
**MEMBERS PRESENT:** Alan Bergman, Mark Broms, Jeffrey Harrison, Beth Mills  
**STAFF PRESENT:** Laura Gambino, Gina Sousa, Cathie Odom, Tina Snyder  
**GUEST/PUBLIC:** n/a  
**START TIME:** July 8, 2019 at 3:30 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	<u>Minutes, June 10, 2019:</u>	Jeff Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee Members.
Contracts Update SR & and VPK – OEL Extension	Cathie informed members the reimbursement for providers that originally requested all attendance be in by July 3 2019 has been extended to August 12, 2019 based on issues with the portal. Laura added all SR contracts are completed and moving forward with VPK contracts.	No Action/Follow-up needed
401(k) Plan Amendment Resolution	Tina explained the way our retirement plan is structured we are required one year of service, age 21 or completed 1000 hrs. of work, to be eligible to participate into the plan. Another aspect is an ELC discretionary contribution that is done annually when capable. Tina asked the board for approval to amend the 401(k) contribution to allow new employees upon hire participate into the plan which allows them to save for retirement and benefit for the annual discretionary contribution. ELC matches a 3% and ask for one year commitment of service before employer eligible match. Tina asked the board's approval to amend the 401(k) plan effective as of July 1, 2019. <i>(see handout)</i>	Beth Mills motioned to amend the 401(k) Plan as proposed. Mark Broms seconded the motion. The motion passed unanimously.
Finance Update	Cathie informed the committee we have received our signed Notice of Award Grant Agreement.	No Action/Follow-up needed

<b>Portal Update</b>	Cathie mentions we continue to have issues in SR attendance. Enrollments during the months of March/April have seen some improvement with fewer errors. Making corrections with the VPK contract amendments that were submitted.	<b>Ongoing</b>
<b>School Readiness Match</b>	Laura discussed the uncertainty of the match requirement policy and meeting with our local match business partners. Develop BLI business scholarships that falls into SR match and/or quality programs. Mark recommended to have those discussions when attending the OEL/AELC and ELAC meetings next week and bring awareness to the elective officials.	<b>Ongoing</b>
<b>Melbourne Building Update</b>	Laura and Jeff had a walk through. All wiring and framing are done, expect occupancy September 2, 2019.	<b>Ongoing</b>
<b>OEL/AELC/ELAC One Goal Conference</b>	Laura and Alan will be attending ELAC meeting. Laura will also be attending OEL/AELC and One Goal Conference July 15 -19 in Tampa.	<b>No Action/Follow-up needed</b>
<b>Adjournment</b>	The meeting was adjourned at 4:15 p.m.	<b>Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board Members.</b>
<b>Next Meeting</b>	Monday, August 12, 2019 at 3:30 p.m.	.

July 2019 ELC Committee Meeting Minutes Approved:

*Respectfully Submitted,*

*Sandra Diaz*                      *8/13/19*

Signature

Date

Business Coordinator

*Approved*

*[Signature]*

Signature

Date

Executive Director



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**Executive Director's Report - Laura Gambino**  
**Executive/Finance Meeting**  
**August 12<sup>th</sup> 2019**

**State and Office of Early Learning (OEL) Update:**

- Attended a meeting of the Association of Early Learning Coalitions (AELC) and One Goal Conference in Tampa July 15<sup>th</sup>-19<sup>th</sup>.

**Coalition Update:**

- Community Outreach meetings – Community Foundation, Brevard Family Partnership, Meet the Money Seminar, Melbourne Chamber, Space Coast Econ Dev Commission, PBS
- Footsteps2Brilliance – Model Innovation District meeting with Director of Program Initiatives
- Smartcare Pilot opportunity for providers. Initial demo 8/15
- Provider Visits – Total of #3 including both board members
- Researching potential Fundraising Partner groups to assist with Diversified Funding opportunities including Riscigno's (recommended by Community Foundation CEO) and Convergent Nonprofit Solutions
- LEAD Brevard – project notification expected week of August 19<sup>th</sup>.
- Reviewing leases for Titusville office space relocation and the Melbourne office.
- VPK Contract approvals and certifications – total #113
- DMC IT Services agreement in process of renegotiation/cancelation; meeting with prospective IT company locally based and ELC experience
- United Way speaking engagement to Publix Leadership team – 8/13 in Viera
- Preparation for Annual ELC Board Meeting – 10/15. Location TBD hope to secure by 8/16.
- Developing current media partnerships and devise Agency Media and Marketing Plan
- Melbourne Office Update – CO by 8/15, estimated move date 10/31
- OEL Leadership Changes
- Establishing Finance Department plan and team building opportunities
- Staff "Lunch with Laura" events once a month with different departments as a regular method of staying in touch and building organizational health
- Conducting a Systems Analysis Review with independent consultant utilizing Council of Accreditation (COA) best practices model and framework. Estimated completion September 30<sup>th</sup>, 2019.
- Continual review of Organizational Staffing and Training Plan; Executive Coordinator position to be filled by end of August.

PROUDLY SUPPORTED BY:

Early Learning Coalition of Brevard County  
 Agency Budget 19.20 - Revision 1

8/12/2019

	FY19.20 Budget	FY19.20 Budget Revision 1	Change %
<b>Revenue:</b>			
Office Of Early Learning			
School Readiness Grant Award	20,707,271	21,004,397	1.43%
Performance Funding Project (PFP) Grant Award	335,044	-	-100.00%
VPK Grant Award	11,360,216	11,360,216	0.00%
VPK Outreach & Awareness Grant Award	23,348	19,877	-14.87%
United Way (all sources)	268,000	268,051	0.02%
Child Care Executive Partnerships Partners	-	-	0.00%
In-kind Revenue	42,000	42,000	0.00%
Contributions/Match (includes CDBG funding)	55,500	55,500	0.00%
Match Raising Events	2,500	2,500	0.00%
<b>Total Revenue:</b>	<b>32,793,879</b>	<b>32,752,541</b>	<b>0.74%</b>
<b>Expenses:</b>			
SR Direct Services (Child Care Slots - all funders/match OEL - 81.82%)	17,161,713	17,120,375	-0.24%
VPK Direct Services	10,928,528	10,928,528	0.00%
ELC Operations	2,970,768	2,970,768	0.00%
ELC Quality Initiatives	937,827	937,827	0.00%
ELC Quality Initiatives - Stipends, Training, Other Quality	795,044	795,044	0.00%
<b>Total Expenses:</b>	<b>32,793,879</b>	<b>32,752,541</b>	<b>0.74%</b>
<b>Net Income/(Deficit)</b>	<b>-</b>	<b>-</b>	