



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
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**Board of Directors Meeting
Tuesday, August 20th, 2019 at 3:00 pm**

- I. Call to Order and Pledge of Allegiance
- III. Coalition Roll Call by Self Introduction
- IV. Consent Items
 - a. Minutes: June 25th, 2019
 - b. Agency Budget Revision 19.20
- V. Committee Reports
 - a. Executive/Finance Committee
- VI. Executive Director's Report
- VII. New Business
 - a. Titusville Office Relocation
 - b. Monitoring Brevard County CDBG
- VIII. Old Business
 - a. EFS Modernization (Portal) Updates
 - b. School Readiness Reconciliation Update
- VII. Public Comment
- VIII. Adjourn

Next Meeting: September

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting

DATE/TIME: Tuesday, June 25, 2019 at 2:00 pm

LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave Rockledge, FL 32955

MEMBERS PRESENT: Terri Barlow, Alan Bergman, Mark Broms, Robin Buckmaster, Victoria Candelora, Lori Duester, Ian Golden (sub: Stephanie Bryant), Jeffrey Harrison, Natalie Jackson, Don Lusk, Beth Mills, and Henry Perez.

EXCUSED ABSENT MEMBERS: Khaled Jarrah, Althea Puzio, and Heather Quidort.

UNEXCUSED ABSENT MEMBERS: Linda Halpin, Gena Tiedeman

STAFF PRESENT: Laura Gambino, Tina Snyder, Cathie Odom, Harriet Paredes, Kevin Carraro, Dennise Milan, Sharlene Humphrey, Sandra Diaz, Eneida Colon, Lisa Wilk, Lisa Diggs, Priscilla Ramos, Chinaka Grizzle and Helen Haynes.

GUEST/PUBLIC: N/A

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 2:09 p.m. Pledge of Allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a). Minutes: May 28, 2019 b). Agency Budget 2019.2020 c). Anti-Fraud Policy	Terri Barlow motioned for the Consent Items to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Board Members.
Committee Reports	a). <u>Executive/Finance Committee</u> : Mark Broms reported to the board the Executive/Finance Committee met on Monday June 10, 2019. The Agenda items included: <ul style="list-style-type: none"> ➤ Melbourne Building Update ➤ Agency Budget 19.20 ➤ Annual Board Meeting- October 2019, Board Education ➤ Provider Contracts ➤ Match-United Way, CDBG ➤ Lead Brevard: Deadline to submit a Leadership Action Project Proposal is quickly approaching: July 12th 	No Action/Follow up
Director's Report	a). <u>Business Leadership Institute video</u> : Lisa Wilk presented a video of the 4 provider business owners participants of the Business Leadership Institute. It is a collaboration of United Way, ELC of Orange County and ELC of Brevard County. They had five primary goals access, current status of their program, accurate business challenges, business plans, budgeting, marketing, statements human resources and real estate. At the end of the program they got to celebrate a graduation. Overall, a	No Action/Follow up

great success and if approved looking forward to continuing the BLI.

Laura Gambino presented the following:

b). **United Way Grant**: –Approved signed and fully executed for match FY 2019.2020

c). **OEL Grant** – reviewed OEL State annual grant and overview of annual operations agency for FY19.20

d). **Provider Contracts Certification**: Training and review of 19.20 contracts for authorization and certification – total amount of certifications to complete by June 30, 2019 is 110 provider contracts.

Laura attended the Association of ELC Executive Directors Retreat in Daytona Beach. The meeting information about legislative strategy best practices, EFS modernization status, partnership opportunities and policy updates.

Coalition Update: Laura met with entire staff in groups and attended the first board and Executive/Finance meeting.

- Community meetings with United Way CEO, Space Coast Health foundation CEO, Brevard Family Partnership CEO, and Melbourne Regional Chamber of Commerce CEO.
- Coalition will be partnering with Barnes and Noble for the Annual book drive in Melbourne during the month of November and December 2019.
- Conducted Quarterly ELC Full staff meeting with Leadership team. The meeting included kudos, recognition announcements and EFS mod update by administrators and health benefits open enrollment informative session.
- Continuing to set up provider site visits and class observation visits.
- Conducted an Information Technology inventory, consulting agreement review, meeting with leadership team to develop best methods of moving forward with IT support and management. Met with an IT consultant who can support on short term basis and assist with current on-site needs. Input on hiring full-time manager and develop IT plan/layout move (for the new building and the (plan will include a complete new phone and voicemail system for ELC operations).

<p>New Business</p>	<p>a). <u>School Readiness Reconciliation Update:</u> Cathie report is based on estimates. All coalitions are facing the same challenges and are not able to process any month in School Readiness. We are waiting for data fixes from OEL and is hopeful that will be completed soon. The good news is 95% provider has been able to submit their attendance that was a requirement to be submitted by July 3rd.</p> <p>b). <u>Grant Reobligation/deobligation:</u> Cathie reports based on the estimates and slot actual figures is projecting a deficit of \$725,000 SR Grant Due to overpaid direct services to providers and is asking for board approval for an additional \$725,000 for School Readiness.</p> <p><u>CCEP:</u> Cathie is asking for board approval de-obligate \$35,000 of the surplus CCEPP State De-obligation funds not being used.</p>	<p>Don Lusk motioned the projected deficit of \$725,000 to be approved. Victoria Candelora seconded the motion. The motion passed unanimously by all Board members.</p> <p>Henry Perez motioned to de-obligate \$35,000 surplus CCEP funds not being used to be approved. Victoria Candelora seconded the motion. The motion passed unanimously by all Board members. Henry Perez and Lori Duester abstained from the vote and were provided Form 8B.</p>
<p>Old Business</p>	<p>a). <u>EFS Modernization (Portal) update:</u> Laura reports we continue having challenges in all levels, working through it while changes of improvement are being made.</p> <p>b). <u>Melbourne Building Update:</u> Laura went on for a site-visit and expected to move August/September.</p> <p><u>July Meeting:</u> Historically there has not been a full Board Meeting. Due to meeting conflicts it was asked to cancel July Board meeting.</p> <p>Laura Gambino asked Board Members to save the date Tuesday, October 15, 2019 for our ELC Annual Board Meeting. At that time members will have the opportunity to vote for New Board Members, New Board Officers which includes attending Executive/Finance meeting. Finance background is highly recommended and required.</p>	<p>No Action/Follow up</p> <p>Lori Duester motioned for the approval to cancel the July Board meeting. Victoria Candelora seconded the motion. The motion passed unanimously by all Board members.</p>
<p>Public Comment</p>	<p>There were no public comments.</p>	<p>No Action/Follow up</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 3:15 pm</p>	<p>Lori Duester motioned for the adjournment of the Board meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board members.</p>

Next Meeting	Tuesday, August 20, 2019 at 3:00 PM	
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June 2019 ELC Board Meeting Minutes Approved:

Respectfully Submitted,

Approved

Sandra Diaz *8/23/2019*

[Signature] *8/26/19*

Signature Date
Business Coordinator

Signature Date
Executive Director



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Executive Director's Report - Laura Gambino Executive/Finance Meeting August 12th 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 15th-19th.

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 19th.
- 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 9/15, 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 30th, 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

8/15/2019

	FY19.20 Budget	FY19.20 Budget Revision 1	Change %
Revenue:			
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%
Total Revenue:	32,793,879	32,752,541	0.74%
Expenses:			
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%
Total Expenses:	32,793,879	32,752,541	0.74%
Net Income/(Deficit)			