



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, May 19, 2020 at 4:00 pm

LOCATION: Early Learning Coalition of Brevard, Conference Room, 2671 w Eau Gallie Blvd. Suite 102, Melbourne FL 32937

MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Victoria Candelora, Beth Mills (Zoom), Natalie Jackson (Zoom), Robin Buckmaster (Zoom), Linda Halpin (Zoom), Caitlin Rice (Zoom), Terri Barlow (Zoom), Don Lusk (Zoom), Heather Quidort (Zoom), Henry Perez (Zoom), Althea Puzio (Zoom)

EXCUSED ABSENT

STAFF PRESENT: Laura Gambino, Greg Thomas, Jodi Ammons, Eneida Colon, Jeannie Williams, Kristen Johnson (Zoom)

GUEST/PUBLIC:

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 4:02 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
	ED Laura Gambino introduced Kristen Johnson, the new Director of Operations /Administration/HR who attended via Zoom	No Action
Chairman Update	<ul style="list-style-type: none"> • ELC office closure and the planned reopening for employees starting June 1, 2020 with PPE in place according to CDC guidelines. • The evaluation of the ED is complete • Board Member Ian Golden has timed out and will name his successor. • Bylaw committee needs to be formed. If no volunteers, Alan will assign members. • Board Governance training has been completed and will be submitted to OEL. 	No Action
Consent Items	Minutes – February 18, 2020, Board of Directors meeting Minutes – February 10, 2020 Exec/Finance meeting Minutes – March 9, 2020 Exec/Finance meeting Minutes – April 29, 2020 Exec/Finance meeting	Henry Perez made a motion to approve the February 18, 2020 minutes Linda Halpin seconded the motion. The motion passed unanimously. Beth Mills made a motion to approve the February 10, 2020 Exec/Finance minutes Victoria Candelora seconded the motion. The motion passed unanimously. Beth Mills made a motion to approve the March 9, 2020 Exec/Finance meeting. Althea Puzio seconded the motion. The motion passed unanimously. Khaled Jarrah made a motion to approve the April 29, 2020 Exec/Finance meeting. Althea Puzio seconded the motion. The motion passed unanimously.
Finance Report	<ul style="list-style-type: none"> • \$190,000 in registration fees will eat up any overages we have. 	Beth Mills made a motion to approve the May 19, 2020 Finance

	<ul style="list-style-type: none"> • ELC has no legal power to knock down registration fees as it comes from the state. • 401K 3% staff = \$45,000 which was part of original budget • \$87,00 paid in incentive to Providers • ELC's audit and 990 deadlines have been extended • Due to lack of interest ELC's contract with the IT company and Audit company have been extended 6 months. 	<p>Report. Henry Perez seconded the motion. The motion passed unanimously.</p>
<p>Executive Directors report</p>	<ul style="list-style-type: none"> • <u>State and Office of Early Learning (OEL) Updates</u> • OEL Executive Director update calls – weekly • OEL Webinars and Electronic Updates • Florida Chamber of Commerce – Learners to Earners Summit, June 16th Orlando/Virtual • <u>Coalition Update</u> • COVID-19 Operations and ELC Agency Re-Opening Plan. Staff working in 100% teleworking program since March 20th. We are preparing the office buildings for safety and health measures for staff and clients and providers and will have full staff on-site May 26th but closed to the public. Starting June 1st, we will be OPEN to public with limited lobby hours and scheduled appointments for clients. • An RFP for IT managed services and an RFP for audit services completed and received by May 11th. • We only received #1 proposal per request. Due to the financial threshold of the bid amounts we will proceed with a RFP committee comprised of staff and two Board members to review, select and recommend to the Board. RECOMMENDATION – <i>we have only one response to each, we should probably go with those for a year then revisit as the timeline is limited OR if the Audit firm is not qualified to handle a single audit for a firm of our size, renew with our current firm for one year then revisit.</i> • Preparing a cost benefit analysis for satellite office space in Titusville and Palm Bay. • Accepted into LEAD Brevard Class 2020 program. Orientation reception scheduled Sept 2020. • Provider updates and communications ongoing. To date we have 82 OPEN private providers and 72 CLOSED providers. The Department of Education/Office of Early Learning is encouraging and incentivizing program for First Responders and Heathcare Professionals to continue to stay open and re-opening centers to provide care for essential workers. • ELC utilized Quality budgeted funds to assist providers with additional incentive funds for remaining open/emergency closures during first period of the COVID-19 stay at home executive order. Ninety-seven (#97) providers received funding assistance April 24th – May 1st. The Executive/Finance committee approved 	<p>No Action</p>

	<p>the budget allocation and Board updated in April of the action.</p> <ul style="list-style-type: none"> • City of Palm Bay has awarded ELC \$30,000 CDBG grant funds for direct services – this is increase of \$9,000 dollars from prior grant award. • United Way grant pending award notice and applying for \$100,000 special fund to support the First Responders and Healthcare Professionals program and Professional Development program from OEL. • Building initial Match fund campaign for the Fall to include an Inaugural Gala event. Developing our Business and Corporate Cultivation plan with local Business Initiative, EDC and Melbourne Chamber. Leading corporate prospects include Boeing, L3, Lockheed Martin, KSC, Nemours, Aerion, Barry University. • Board Development and recruitment. Recruiting during COVID-19 been challenging but continuing to remain in contact with Patrick Culhane, Suntrust and new referral from Caitlin, Lori Huertas from Barry University. At this point, we need two PRIVATE SECTOR representatives (non Governor appointee) and two PRIVATE SECTOR (Governor Appointee). In addition, we have two retiring Board members and those two MANDATED seats need to be replaced. Working with Board Chair to appoint Nominating committee and By-Laws committee. • Board Training – secured FREE 6-part webinar series conducted by The Board Doctor. Started last Friday. 	
New Business/Old Business	<ul style="list-style-type: none"> • Victoria Candelora announces she will be retiring May 30, 2020. Kelly Shader will replace her as a program manager for a 1 year assignment. All of EFSU Day Care Centers are currently closed. • Eneida Colon reports on the First Responder Care Act that ELC is currently serving 144 families or 182 children while an additional 76 are in processing stage. 	No Action
Adjournment	The meeting was adjourned at 4:58PM	Victoria Candelora motioned for the adjournment of the board meeting. Khaled Jarrah seconded the motion. The motion passed unanimously.

May 19, 2020 Board minutes were approved at the June 23, 2020 meeting: