



Early Learning Coalition

Of Brevard County, Inc.

Minutes: Board of Directors Meeting

Date/Time: Tuesday, August 17, 2021 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, Caitlin Rice, Terri Barlow, Linda Halpin, Vince Denato, Don Lusk, Priscilla DeNino, Dee Helbig, Henry Perez (TEAMS), Linda Graham (TEAMS), Althea Puzio (TEAMS)

Excused Absent: Khaled Jarrah, Robin Buckmaster, Patrick Culhane, Bill Drexler

Staff Present: Laura Gambino, Jeannie Williams, Harriet Paredes, Briana Johnson, Kristen Johnson, Dennise Milan, Jodi Ammons, Amy Gagnon, Racheal Farr, Cynthia Stewart, Bianca Gonzalez, Jessica Taliaferro

Guest/Public: Phil Scarpelli, Dave Poore (98.5 The Beach), Mark and Brenda VanAntwerp (Two Men and a Truck), Tina Snyder, Sue Falcioni, Leslie Staressley, Illegible, Illegible

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
Mission Moment	Dave Poore (98.5 The Beach) and Mark and Brenda VanAntwerp (Two Men and a Truck) were recognized for their dedication and commitment to ELCB's annual Toy Drive for 10 years of Service and support	No Action
Public Comment	Tina Snyder read a written statement	No Action
Chairman's Update	<ul style="list-style-type: none"> • Leadership and name change. New name is Division of Early Learning DEL. Shan Goff is no longer the Executive Director, Matt Mears has been named her replacement. • 2 new Board members Phil Scarpelli and Audrey Wanich (not present) • Don Lusk is retiring • Natalie Jackson has termed out as a member of ELC's Board • ISS update 	
Minutes	June 22, 2021 Board meeting minutes were approved	Don Lusk makes the motion to approve. Vince Denato seconded. The motion passed unanimously.
Informational reports	<ul style="list-style-type: none"> • Minutes: Exec/Finance • Finance Report 	No Action

Executive Directors report	<p><u>State and Office of Early Learning (OEL) Updates</u></p> <ul style="list-style-type: none"> • OEL Executive Director update calls - weekly • AELC Board of Directors calls – weekly • Florida Chamber of Commerce Business Alliance for Early Learning • One Goal Conference – July 19-23, 2021 • <p><u>Coalition Update:</u></p> <ul style="list-style-type: none"> • OEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act and Disaster Relief Teacher Incentives in process. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance with estimated \$1.5 billion being distributed to providers over 2021-2023 time period. • Leadership and name change at Office of Early Learning. New name is Division of Early Learning under the Department of Education and Shan Goff no longer the Executive Director as July 31st. The new Executive Director is Matt Mears, who has served as legal counsel for the Department of Education for the past six years. • Legislative Activity – House Bill (HB) 419/7011 being developed with focus on VPK accountability, monitoring, CCRR customer service, coalition governance. Updates from our OEL/DEL meeting on July 20th, 2021 state there are a lot of changes with VPK teachers and trainings as well as the Gold Seal program moving out from DCF. Based on the item above, expect more changes at governance level with DOE/DEL organizational shifts. • Provider termination update – ELC has elected to not contract with the provider for the fiscal year 21.22 based on prior and current non-compliance issues. Additionally, ELC has elected to not contract with a provider due to Class 1 violation at facility involving the fatality of a child and failure of the provider to report the abuse as mandated by grant agreement and license agreement. • 2018-2019 SR Reconciliation and Repayment. All notifications have been sent to providers of their status for repayment and this is ongoing. • Governance and policy review beginning for Board of Directors starting May 2021. As per our OEL grant agreement and in accordance with governance, we will present updated and revised policies over the next few months. Our 	No Action
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monitoring and independent reviews have issued findings regarding outdated policies specifically in the finance and human resources areas of operations. Ongoing

- Initial research conducted regarding the ELC Rockledge office lease. Comprehensive cost benefit and operational analysis is being worked on by ELC staff. Initial site visit to all CareerSource locations in Brevard county (thanks Don!) has been completed. Full report and recommendation by October Board meeting.
- Director and Officers Liability Insurance premium and limit increase completed and all ELC Brevard insurance policies renewed and paid July 2021.
- OEL Time Reporting work group issued guidance related to key #10 highlighted items for Coalitions to incorporate into policy starting July 1. Special note to Board: 50%-60% of the items were HR/Employment/Internal Control questions brought to Board in October 2019. Operational policies are being reviewed for updating around three key items; ELCB office hours, paid lunches and state recognized holidays. Update to Executive/Finance Committee August 2021.
- OEL 2021.2022 Grant Agreement has been fully executed and received by OEL by July 1st.
- Recruitment effort underway for Finance Director week of August 16th and will be conducting a full IT migration from current Management Services Agreement.
- Planning for ELC Brevard Annual Board meeting – October 19th. Meeting includes Board and Officer elections and developing program to include the Business Alliance for Early Learning of the Florida Chamber of Commerce as a guest speaker. In addition, we are developing a Prosperity Brevard project with FCOC Alliance around increasing literacy rates and 100% of Florida's Third Graders are reading project.
- Community Activities and meeting:
 - Sherrif Wayne Ivey agreed to act as community representative for Toy Drive, radio and service announcements for EL, donating toys to drive, host/sponsor/lead a Mayor's Event and lead an event to raise awareness of literacy and community policing.

	<ul style="list-style-type: none"> ○ Mayor of Cocoa and City Manager to partner with an Early Learning gala type event ○ Meeting with City Manager City of Palm Bay continuing support ○ Brevard Family Partnership partnership in MOU for grant and Board Recruitment of Phil Scarpelli, CEO. ● Community Activities and Meetings continued: <ul style="list-style-type: none"> ○ ELC Brevard Annual Provider Conference to be held September 11th at the Brevard Zoo ○ FLAEYC Pop Up Summit held in Brevard county ● Board Recruitment – two new Board members, Phil Scarpelli, CEO of Brevard Family Partnership fulfilling the nonprofit seat and Audrey Wanich, Attorney. We have two Governor Appointed Private Sector seats available. 	
Adjourn	The meeting was adjourned at 4:43	Caitlin Rice motioned for the adjournment of the board meeting. Dee Helbig seconded the motion. The motion passed unanimously
Closed Session	Alan Bergman, chairman requested a closed session meeting to discuss with Board members possible legal issues and sensitive employee information following adjournment.	

August 17, 2021 Board minutes were approved at the September 21, 2021 meeting: