



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
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**Board of Directors Meeting**  
**Tuesday, April 20, 2021**  
**2671 W. Eau Gallie Blvd. Suite 102**  
**4:00 p.m.**  
**Agenda**

- I. Call to Order Alan Bergman, Board Chair
- II. Pledge of Allegiance and Mission Moment Coral Reef Academy
- III. Public Comment
- IV. Recognition/Congratulations
- Graduates of the Business Leadership Institute for Early Learning
- Joanne Largie – Owner, The Learning Tree
  - Evette Busby – Owner, Precious Lamb
  - Gertrude Freeman Ford (Mentor) – Owner – Fords All Star Academy
- V. Minutes: Board meeting, February 16, 2021 ACTION ITEM
- VI. Informational Reports
1. Minutes: Finance/Executive Committee, February 16, 2021, March 23, 2021
  2. Executive Director's Report
  3. Finance Report
- VII. New Business
- VII. Adjourn

Next Board meeting May 18, 2021

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PROUDLY SUPPORTED BY:



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

**MINUTES:** Board of Directors Meeting

**DATE/TIME:** Tuesday, February 16, 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, Khaled Jarrah, Caitlin Rice, Bill Drexler, Dee Helbig, Don Lusk, Patrick Culhane, Natalie Jackson (TEAMS), Olivia Nisip (TEAMS), Terri Barlow (TEAMS), Henry Perez (TEAMS), Robin Buckmaster (TEAMS), Linda Halpin (TEAMS), Althea Puzio (TEAMS)

**EXCUSED ABSENT** Kelly Shaver (A), Lori Huertas (A), Priscilla DeNino (A), Linda Graham (A), Vince Denato (E)

**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Marsha Bewersdorf, Jodi Ammons, Harriet Paredes, Eneida Colon, Kristen Johnson, Dennise Milan, Sylvia Thomas

**GUEST/PUBLIC:** Robert Raines, CEO, United Way

**CALLED TO ORDER:** Alan Bergman called the meeting to order and quorum was established 4:05 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Mission Moment	Children from Coral Reef (Stack) performed for the Board	No Action
Board Training	<ul style="list-style-type: none"> <li>• Government In the Sunshine Law Training Video</li> </ul>	No Action
Minutes	January 18, 2021 Board of Directors meeting minutes	Don Lusk makes the motion to approve. Caitlin Rice seconded. The motion passed unanimously.
Executive Directors report	Laura Gambino reports: <ul style="list-style-type: none"> <li>• OEL Statewide Targeted Provider Rate Increase approved. Fiscal impact statement and coalition plan amendment documents attached for Board of Directors review and approval. Provider rate increases are effective January 1, 2021 and will be the new base rate amount for new contract year. See attached supporting documents. OEL Provider rate increase</li> <li>• Khaled Jarrah comments that he does not feel this should come before the board for approval.</li> <li>• Khaled Jarrah (Private Provider) and Dee Helbig (Faith Based Provider) abstained from voting (Form 8b signed and on file).</li> </ul>	Henry Perez makes the motion to approve. Patrick Culhane seconded. The motion passed unanimously.

	<ul style="list-style-type: none"> <li>• Legislative Activity – committees meeting and Rep. Randy Fine is Chair for Appropriations for Early Education and PreK-12. Initiated a call with Rep. Fine on February 10th as resource and cultivation outreach.</li> <li>• Finance Updates</li> <li>• Desk Review for expenditures Jan-June received complete and with no findings. Desk Review July-Dec is complete and submitted for review.</li> <li>• OEL Fiscal Monitoring report – waiting for Draft Report for response.</li> <li>• Single Audit process begins with Interim Finance Director in contact with auditors and has submitted initial request for finance statements.</li> <li>• We are in process of termination of a provider with two locations in Merritt Island and Melbourne. The initial meeting is set for January 20th to meet with community licensing team and determine next steps.</li> <li>• 2018-2019 SR Reconciliation and Repayments are beginning to be processed for all providers. Repayment plan submissions to OEL due date extended to March 5th.</li> <li>• United Way grant in process and due February 26th. Brevard county CDBG grant deadline was missed; projected to submit next cycle estimated April-May for 2021-2022 fiscal year.</li> <li>• Smartcare program launch tentative for February 2021.</li> <li>• OEL Phase IV CARES grants paid to all providers December 23<sup>rd</sup> with a total additional support to providers of \$432,000</li> <li>• 2018-2019 SR Reconciliation and Repayments. Finalizing the overpayment amounts and negotiating repayment plans and tracking system by February 5<sup>th</sup>. Updates and repayments are updated to OEL monthly.</li> </ul>	No Action
Finance Report	<p>Interim Finance Director Marsha Bewersdorf went over the earmarks and Budget line items. Marsha pointed out and explained the anomalies.</p> <ul style="list-style-type: none"> <li>• Employment costs are up due to additional background screenings and drug screenings, per OEL request.</li> <li>• Furniture and fixtures are up due to a one time purchase of Melbourne office sign</li> <li>• Telephone expenses are up due to purchasing employee cell phones in the COVID-19 era we are in and will be adjusted within the 2021-2022 budget</li> <li>• Contractor expenses are up due to Consultant Zack H and Marsha B however these costs will be offset by the staff vacancies.</li> </ul>	

Presentation	Robert Raines, CEO, United Way	No Action
Adjourn	The meeting was adjourned at 4:50	Khaled Jarrah motioned for the adjournment of the board meeting. Caitlin Rice seconded the motion. The motion passed unanimously

February 16, 2021, Board minutes were approved at the April 20, 2021 meeting:



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Tuesday, March 23, 2021 at 3:00 p.m.  
**LOCATION:** 2671 W Eau Gallie Blvd Melbourne, FL 32935  
**MEMBERS PRESENT:** Alan Bergman, Caitlin Rice, Terri Barlow  
**ABSENT:** Khaled Jarrah  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams  
**GUEST/PUBLIC:**  
**START TIME:** 3:02 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
<b>Welcome and Call to Order</b>	Alan Bergman called the meeting to order at 3:05 p.m.	No Action
<b>Approval of Meeting Minutes</b>	February 16, 2021, minutes were approved	Terri Barlow makes a motion to approve the February 16, 2021 minutes. Caitlin Rice seconded. Unanimous
<b>Executive Director</b>	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> <li>• OEL Provider Rate increase approved and process with all ELC Brevard providers in February. Contract amendments for all providers in process to reflect the rate increase as well update 20.21 and new contract year approaching 2021.2022.</li> <li>• OEL reporting additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief but legislative approval is not final; American Rescue Plan (AR) funding being monitored for statewide award amounts for childcare relief.</li> <li>• Legislative Activity – committees meeting and Rep. Randy Fine (Brevard County) is Chair for Appropriations for Early Education. Association of Early Learning Coalitions is actively monitoring all bills related to Early Learning and will be providing a legislative update to the full Board at the April 20<sup>th</sup> meeting.</li> <li>• Finance Updates</li> <li>• Desk Review for expenditures Jan-June received complete and with no findings. Desk Review July-Dec is complete and submitted for review.</li> <li>• OEL Fiscal Monitoring report – Draft report received, responses are being developed and due back to OEL by Friday, March 26<sup>th</sup>.</li> <li>• Single Audit is in process with auditing firm. Federal filing due date of March 31<sup>st</sup> has been extended; requested auditor and OEL to confirm this acceptable.</li> <li>• Interim Finance Director has accepted position within higher education and leaving us March 26<sup>th</sup>. We are reevaluating the finance administrator role as well as cross-purposing other positions to assist with finance</li> </ul>	No Action

tasks. We have an experienced ELC finance director retained as an independent consultant starting April 1<sup>st</sup> and have secured a fulltime Data Analyst through our CareerSource partnership.

- We are in process of termination of a provider with two locations in Merritt Island and Melbourne. **UPDATE:** The termination notice will be sent by March 26<sup>th</sup> and it will only be the Merritt Island location.
- 2018-2019 SR Reconciliation and Repayment processed has started. All providers were notified by mail. We are working with OEL to meet guidelines of repayment plan submissions and negotiating additional timeline for those providers requesting. At this time we have approximately #43 providers who have been overpaid for the 2018-2019 fiscal year. The provider services and key leadership team are handling all letters and calls to insure timely and considerate responses for those wishing to dispute the overpayment.
- United Way grant has been submitted. We will be participating in the virtual tour and presentation to the committee on Friday, April 23<sup>rd</sup>. We increased the grant request by \$50,000 to include additional technology and virtual learning opportunities with Footsteps2Brilliance program.
- 2021.2022 Annual Agency Budget and Operations Budget analysis and preparation begins with Finance and Operations staff by month end.
- The donation from EXP Realty was finalized and received.
- ELC Brevard will be represented at the Children’s Movement and Children’s Advocacy week in Tallahassee from April 5<sup>th</sup> – April 8<sup>th</sup>. I will be attending the opening reception and meeting with legislative and statewide representatives on Monday-Tuesday that week.
- Additional priority items:  
VPK and SR Proposed Rules for Statewide Contracts – impact mostly to Program Assessment Threshold Requirements
- Child Care Deserts – mapgap project with UF to utilize mapping and zip code for capacity and fulfilling local child care desert accessibility
- Finance Director and Wipfli Trainings for all new FD statewide – Jan 25<sup>th</sup> for OEL training and Wipfli is Feb-May
- OEL Program Monitoring reviewing “virtual” monitoring as option

<b>New Business/Comments</b>	Executive Director informed the committee that ELC's attorney has sent an email to Tina Snyder requesting she cease and desist and informed her that continued communication will be considered harassment and charges could be filed.	
<b>Adjournment</b>	Meeting was Adjourned at 3:45	Caitlin Rice motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously.

March 23, 2021 Exec/Finance Committee Meeting Minutes Approved at April 20, 2021 Exec/Finance Meeting



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**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Tuesday, February 16, 2021 at 3:00 p.m.  
**LOCATION:** 2671 W Eau Gallie Blvd Melbourne, FL 32935  
**MEMBERS PRESENT:** Alan Bergman, Khaled Jarrah, Caitlin Rice, Terri Barlow (TEAMS)  
**ABSENT:**  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Dennise Milan, Marsha Bewersdorf  
**GUEST/PUBLIC:**  
**START TIME:** 3:02 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
<b>Welcome and Call to Order</b>	Alan Bergman called the meeting to order at 3:05 p.m.	No Action
<b>Approval of Meeting Minutes</b>	January 19, 2021, minutes were approved	Terri Barlow makes a motion to approve the January 19, 2021 minutes. Caitlin Rice seconded. Unanimous
<b>Executive Director</b>	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> <li>• OEL Statewide Targeted Provider Rate Increase approved. Fiscal impact statement and coalition plan amendment documents attached for Board of Directors review and approval. Provider rate increases are effective January 1, 2021 and will be the new base rate amount for new contract year. See attached supporting documents.</li> <li>• Legislative Activity – committees meeting and Rep. Randy Fine is Chair for Appropriations for Early Education and PreK-12. Initiated a call with Rep. Fine on February 10th as resource and cultivation outreach.</li> <li>• Finance Updates</li> <li>• Desk Review for expenditures Jan-June received complete and with no findings. Desk Review July-Dec is complete and submitted for review.</li> <li>• OEL Fiscal Monitoring report – waiting for Draft Report for response.</li> <li>• Single Audit process begins with Interim Finance Director in contact with auditors and has submitted initial request for finance statements.</li> <li>• We are in process of termination of a provider with two locations in Merritt Island and Melbourne. The initial meeting is set for January 20th to meet with community licensing team and determine next steps.</li> <li>• 2018-2019 SR Reconciliation and Repayments are beginning to be processed for all providers. Repayment plan submissions to OEL due date extended to March 5th.</li> <li>• United Way grant in process and due February 26th. Brevard county CDBG grant deadline was missed;</li> </ul>	No Action



	<p>projected to submit next cycle estimated April-May for 2021-2022 fiscal year.</p> <ul style="list-style-type: none"> <li>• Smartcare program launch tentative for February 2021.</li> <li>• OEL Phase IV CARES grants paid to all providers December 23<sup>rd</sup> with a total additional support to providers of \$432,000</li> <li>• 2018-2019 SR Reconciliation and Repayments. Finalizing the overpayment amounts and negotiating repayment plans and tracking system by February 5<sup>th</sup>. Updates and repayments are updated to OEL monthly.</li> <li>• We are in the process of terminating a provider with two locations in Merrit Island and Melbourne.</li> <li>• Our Director of Operations/HR, Kristen Johnson was nominated for a 4 under 40 award from LEAD BREVARD</li> </ul> <p>Comment: Khaled Jarrah suggests we send an employee every year to LEAD BREVARD</p>	
<b>Finance</b>	<p>Interim Finance Director Marsha Bewersdorf went over the earmarks and Budget line items. Marsha pointed out and explained the anomalies.</p> <ul style="list-style-type: none"> <li>• Employment costs are up due to additional background screenings and drug screenings, per OEL request.</li> <li>• Furniture and fixtures are up due to a one time purchase of Melbourne office sign</li> <li>• Telephone expenses are up due to purchasing employee cell phones in the COVID-19 era we are in and will be adjusted within the 2021-2022 budget</li> <li>• Contractor expenses are up due to Consultant Zack H and Marsha B however these costs will be offset by the vacant Finance Director position</li> </ul>	
<b>New Business/Comments</b>	<p>Executive Director asked for the record to reflect that the former HR Director, Tina Snyder, has submitted another public records request for employee name, position title and salary information. Laura also stated that at least two employees have expressed fear and do not want to attend meetings because of the continual actions of this former employee. Laura stated for the record that these requests, the HR legal counsel expenses and independent HR investigation surrounding this employee's complaint in 2019 have cost ELCB over \$40,000. Khaled commented that he would like ED to pursue legal advice regarding this matter.</p> <p>Caitlin Rice discusses the Melbourne Regional Chamber's Non- Profit Council and relates that Board members are invited to attend.</p>	
<b>Adjournment</b>	Meeting was Adjourned at 3:45	Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee

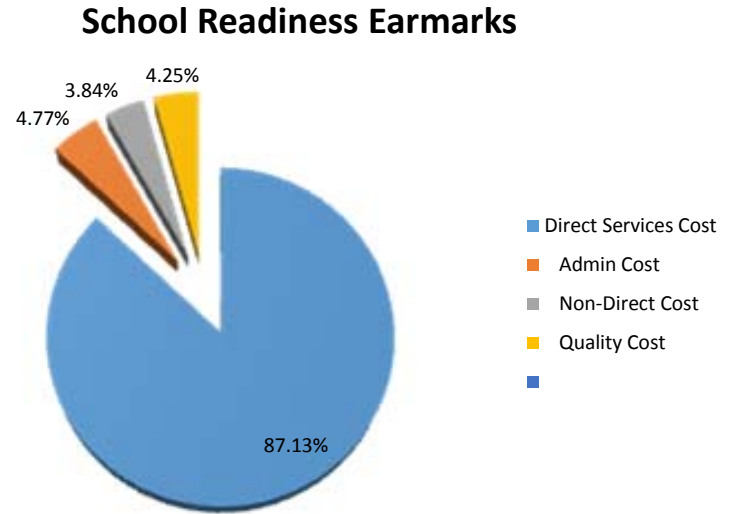
		meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.
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February 16, 2021 ELC/Finance Committee Meeting Minutes Approved at March 16, 2021 ELC/Finance Meeting

**School Readiness**

Category of Spending	FY 20-21 Award	Actual thru 2/28/2021	Current %	Earmark/ Restrictions
Award Amount	\$ 25,656,236			
Direct Services Cost	\$ 20,011,885	\$ 12,693,729	87.13%	Minimum 78%
<b>Non-Slot Dollars:</b>				
Admin Cost	\$ 1,282,813	695,575	4.77%	Maximum 5%
Non-Direct Cost	2,156,786	559,683	3.84%	
Quality Cost	2,204,779	619,387	4.25%	Minimum 4%
<b>Total Non-Slot Dollars</b>	<b>\$ 5,644,378</b>	<b>\$ 1,874,645</b>	<b>12.87%</b>	<b>Maximum 22%</b>
PDG Grant Services	\$ 127,314	\$ -	0.00%	
SR Program Assessment*	\$ 0	\$ -	0.00%	

\* Award dollars not allocated by OEL Note: no separate allocation FY 20-21 (included in Quality dollars)



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Category of Spending	FY 20-21 Award	2/28/2021	Current %	Earmark/ Restrictions
Award Amount	\$ 11,766,833			
Direct Services Cost	\$ 11,314,311	\$ 5,695,765	96.09%	Minimum 96%
<b>Non-Slot Dollars:</b>				
Admin Cost	\$ 258,327	\$ 156,164	2.63%	
Enrollment Cost	112,319	21,690	0.37%	Maximum 4%
Monitoring Cost	81,927	54,063	0.91%	
<b>Total Non-Slot Dollars</b>	<b>\$ 452,572</b>	<b>\$ 231,917</b>	<b>3.91%</b>	

