



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 17, 2021  
2671 W Eau Gallie Blvd.  
4:00 p.m.  
Agenda**

I. Call to Order

Alan Bergman, Board

II. Mission Moment

- 98.5 The Beach
- Two Men and A Truck

III. Public Comment

IV. Chairman's Update

- OEL/DEL organizational update
- Board Development
- ISS Proposal

V. Minutes: Board meeting, June 22, 2021

ACTION ITEM

VI. Informational Reports

1. Minutes: Finance/Executive Committee, May 18, 2021
2. Executive Director's Report/Finance Report

VII. New Business

VII. Adjourn

Next Board Meeting Tuesday, September 21, 2021



## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

**MINUTES:** Board of Directors Meeting

**DATE/TIME:** Tuesday, June 22, 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, Robin Buckmaster, Bill Drexler, Patrick Culhane, Vince DeNato, Priscilla DeNino, Henry Perez (TEAMS), Linda Graham (TEAMS)

**EXCUSED ABSENT** Khaled Jarrah, Don Lusk, Althea Puzio, Dee Helbig

**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Harriet Paredes, Briana Johnson, Mike Hallenstein

**GUEST/PUBLIC:** Apollo Preschool

**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
Pledge of Allegiance and Mission Moment	Children from Apollo Preschool performed for the Board	No Action
Public Comment	None	No Action
Training Video	<ul style="list-style-type: none"> <li>Board roles and responsibilities</li> <li><a href="https://www.youtube.com/watch?v=qYd7f9QmXCE">https://www.youtube.com/watch?v=qYd7f9QmXCE</a></li> </ul>	
Consent Items	<ul style="list-style-type: none"> <li>Credit Card/Debit Card Policy</li> <li>Time and Leave</li> <li>Anti- Fraud Plan</li> </ul> <p>Vince DeNato recommends a coalition credit card to protect our accounts against fraud. Laura Gambino will look into it.</p>	Patrick Culhane motions to accept the Exec/Finance recommendation to accept the policy updates and approve the Anti-Fraud plan. Vince DeNato seconded. The motion passed unanimously.
Minutes	May 18, 2021 Board meeting minutes were approved	Caitlin Rice makes the motion to approve. Bill Drexler seconded. The motion passed unanimously.
Informational reports	<ul style="list-style-type: none"> <li>Minutes: Exec/Finance</li> <li>Finance Report</li> </ul>	No Action
Action Items	<ul style="list-style-type: none"> <li>Financial audit Statements</li> </ul>	Caitlin Rice makes a motion to accept the financial audit statement.

	<ul style="list-style-type: none"> <li>• 990 Tax Return for FY 2019.2020</li>   <li>• Annual 401K contribution</li>   <li>• Preliminary Budget FY 21.22 Vince D. questions the decrease in operational budget. Explained this is preliminary with the expectation of CARES and CRRSAA Response and Relief Act</li> </ul>	<p>Priscilla DeNino seconded. The motion passed unanimously.</p> <p>Terri Barlow makes a motion to accept the 990 Tax Return for FY 2019-2020. Priscilla DeNino seconded. The motion passed unanimously.</p> <p>Priscilla DeNino makes a motion to accept annual 401K contribution. Henry Perez seconded. The motion passed unanimously.</p> <p>Robin Buckmaster makes a motion to accept FY 21.21 Preliminary budget. Caitlin Rice seconded. The motion passed unanimously.</p>
Executive Directors report	<p><b><u>State and Office of Early Learning (OEL) Updates</u></b></p> <ul style="list-style-type: none"> <li>• OEL Executive Director update calls - weekly</li> <li>• AELC Board of Directors calls – weekly</li> <li>• Florida Chamber of Commerce Learners to Earners Summit – June 15th</li> <li>• Florida Chamber of Commerce Prosperity Initiative Summit – May 26<sup>th</sup></li> <li>• Palm Bay Chamber of Commerce Mayor’s Breakfast with Sherrif Ivey – June 18th</li> </ul> <p><b><u>Coalition Update:</u></b></p> <ul style="list-style-type: none"> <li>• OEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is approved and Phase V grants to providers is in process. Providers will be receiving this grant by June 30<sup>th</sup> and July 9<sup>th</sup>. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance.</li> <li>• Legislative Activity – House Bill (HB) 419/7011 being developed with focus on VPK accountability, monitoring, CCRR customer service, coalition governance.</li> <li>• Finance Updates <ul style="list-style-type: none"> <li>○ 2019.2021 Single Audit and 990 Tax</li> </ul> </li> </ul>	No Action

Return – update from auditing firm, Verdaja, DeArmas and Trullillo

- Finance report is included
- Agency 21.22 Provisional Budget – ACTION ITEM
- Annual Retirement 401(k) contribution from ELCB to all staff – ACTION ITEM
- Provider termination as previously reported (Merritt Island) is proceeding and moving through legal process. UPDATE: Counsel has notified provider of additional 7 days to respond and will then issue final termination notification.
- 2018-2019 SR Reconciliation and Repayment. All notifications have been sent to providers of their status for repayment.
- United Way grant award was \$267,000 for 2021-2022 fiscal year.
- 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 monitoring and independent reviews have issued findings regarding outdated policies specifically in the finance and human resources areas of operations. Policy updates are presented on today's agenda for Board review and approval.
- Initial research conducted regarding the ELC Rockledge office lease. Comprehensive cost benefit and operational analysis will be presented to the Board in June. Research being completed to include IT upgrade for equipment and software upgrades. UPDATE: Ongoing.
- Developing internal team/leadership/culture training and employee relations assistance with Krizner Group from Tallahassee. Key lead with Krizner is helping with human resources policy development, leadership coaching, fostering culture and workplace initiatives.
- Director and Officers Liability Insurance quotes have been received. Board Chair requested and presented here for Board review and approval. Policy increases each of coverage to \$2million dollars and policy has been bound for a July 1<sup>st</sup> renewal date.
- 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.
- OEL 2021.2022 Grant Agreement has been issued. Leadership and staff conducted

	comprehensive review with noted changes reflected from HB 419/7011 as well as programmatic and monitoring updates. Grant has been completed and signed and will be submitted to OEL for execution by close of business 6.23.2021.	
New Business	<ul style="list-style-type: none"> <li>No July meeting</li> </ul>	No Action
Adjourn	The meeting was adjourned at 5:15	Terri Barlow motioned for the adjournment of the board meeting. Caitlin Rice seconded the motion. The motion passed unanimously

June 22, 2021 Board minutes were approved at the August 17, 2021 meeting:



## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Tuesday, June 10, 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  
**ABSENT:**  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Mike Hallenstein, Harriet Paredes  
**GUEST/PUBLIC:**  
**START TIME:** 3:02 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Welcome and Call to Order	Alan Bergman called the meeting to order at 3:05 p.m.	No Action
Policy review	<ul style="list-style-type: none"> <li>• Credit Card/Debit Card</li> <li>• Time and Leave – change to banking PTO</li> </ul>	Caitlin Rice makes a motion to recommend approval to Board. Khaled Jarrah seconds. Motion passed unanimously.
Provider reinstatement	<ul style="list-style-type: none"> <li>• Provider is eligible based on his termination hearing he was told re-contracting with ELC could be revisited after one year.</li> <li>• Will forward to attorney to see if ELC is legally required to contract with provider.</li> <li>• This provider is located in a high need area (Cocoa)</li> </ul> <p>Khaled J. would like to know how often DCF inspects this provider. Harriet P. will check and let him know.</p>	No Action
Approval of Meeting Minutes	May 18, 2021 minutes were approved	Caitlin Rice makes a motion to approve the May 18, 2021, minutes. Terri Barlow seconded. Motion passed unanimously.
Executive Director	<ul style="list-style-type: none"> <li>• Fiscal Monitoring</li> <li>• 2019-2020 Financial Audit to be presented at June 22, 2021 Board meeting</li> <li>• UW Award – \$267,000</li> <li>• DNO insurance update – increased to 2 million</li> <li>• Grant agreement</li> <li>• OEL special review Dec 2019 updated – Laura G. would like to ask OEL for Audit of timekeeping for FY 17-18, 18-19 and 19-20</li> </ul>	
Finance Report	<ul style="list-style-type: none"> <li>• Review financial dashboard</li> <li>• Provisional Budget</li> </ul>	Terri Barlow makes a motion to recommend approval to the Board. Caitlin Rice seconded. Motion passed unanimously.

<b>New Business/Comments</b>	June 15 Board meeting moved to June 22 due to Florida Chamber Learners to Earners	
<b>Adjournment</b>	Meeting was Adjourned at 3:45	Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously.

June 10, 2021 Exec/Finance Committee Meeting Minutes approved at August 12, 2021 Exec/Finance Meeting



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## Executive Director's Report - Laura Gambino Executive/Finance Committee and Board of Directors August 2021

### State and Office of Early Learning (OEL) Updates

- 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

### Coalition Update:

- 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 31<sup>st</sup>. 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 20<sup>th</sup>, 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.

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- 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 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 1<sup>st</sup>.
- Recruitment effort underway for Finance Director week of August 16<sup>th</sup> and will be conducting a full IT migration from current Management Services Agreement.
- Planning for ELC Brevard Annual Board meeting – October 19<sup>th</sup>. 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.
  - 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.

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- Community Activities and Meetings continued:
  - ELC Brevard Annual Provider Conference to be held September 11<sup>th</sup> 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.

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