



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
FAX: (321) 637-7244

Board of Directors Meeting
Tuesday, November 17, 2020, 4:00 p.m.
Agenda

- I. Call to Order Alan Bergman, Board Chair
- II. Pledge of Allegiance and Mission Moment
- III. Public Comment
- IV. Introduction to new Board Members Alan Bergman, Board Chair
- V. Consent Items
 - 1. Minutes: Board meeting, October 20, 2020 ACTION ITEM
 - 2. Finance Report ACTION ITEM
- VI. Community Foundation of Brevard County – Theresa Grimison
- VII. Board Training
- VIII. Informational Reports
 - 1. Minutes: Finance/Executive Committee, October 20, 2020
 - 2. Executive Director's Report
- IX. New Business
- X. Adjourn

No meeting in December

Next full Board meeting January 19, 2020



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
FAX: (321) 637-7244

EARLY LEARNING COALITION
BOARD OF DIRECTORS
FISCAL YEAR 2019.2020

Alan Bergman

Chairperson
Private Sector/Governor Appointee
Tapping into Board Talent Committee
AREA Computer
Owner/Technician
171 Diane Cir
Indialantic, FL 34903
(321) 779-9209
Alstock3@gmail.com

Khaled Jarrah

Vice President
For-Profit Child Care Provider Representative
Coral Reef Academy
Owner/Director
4945 Stack Blvd
Melbourne, FL 32901
(321) 728-8895
info@mycoralreefacademy.com
4 years first Term Start Date: August, 2018

Caitlin Rice

Treasurer
Caitlin Rice
Private Sector
Caitlin Rice PR
Founder, CEO
414.722.2620
Palm Bay, FL
caitlin@eclatmediagroup.com

Terri Barlow

Secretary
Head Start Representative
Improve Technology Committee
Brevard County Public Schools
Principal, Head Start Program
2725 Judge Fran Jamieson Way, Bldg B
Viera, FL 32940
(321) 633-1000 x339
Barlow.terri@brevardschools.org
Term Begin Date: August 21, 2012 (1st Meeting)

Linda Halpin

Local Child Care Licensing Agency Head
Child Care Regulation Supervisor, Circuits 18 & 19
Department of Children and Families
337 N. US Highway 1, Rm. 327F
Ft. Pierce, FL 32950
(772) 467-4184
(772) 467-3185
Linda_Halpin@dcf.state.fl.us
4 years First Term Start Date: January 16, 2018

Robin Buckmaster

County Health Department Designee
Brevard County Health Department
Nursing Supervisor
Clearlake Education Center – Head Start
Cocoa, FL 32922
(321) 617-7786
(321) 408-2195
Robin.buckmaster@flhealth.gov
Term Begin Date: October 16, 2018 (1st Meeting)

PROUDLY SUPPORTED BY:

Lori Huertas

Private Sector
Barry University Associate
410 N Wickham Rd #300
Melbourne, FL 32935
321 409-5553
<mailto:LHuertas@barry.edu>
Term begin Date: November 17, 2020

Patrick Culhane

Private Sector
Financial Consultant
Sun Trust Wealth management
1303 South Babcock St
Melbourne, FL 32901
Phone: 321.243.3147
Patrick.Culhane@SunTrust.com
Term begin Date: November 17, 2020

Bill Drexler

Private Sector
Financial Planner
Financial Cornerstone Grp.
Central: 190 McIver Lane, Rockledge, FL 32955
South: 2197 Julian Ave NE, Palm Bay, FL 32905
Office: 321.735.4994 | Fax: 321.305.5994
Email: bill@yourfcg.com
Web: www.YourFCG.com
Term begin Date: November 17, 2020

Vince Donato

Private Sector
Commercial Banker, Sun Trust Bank
Ph: 321.704.3898
Fax: 321.725.1036
1303 S. Babcock St.
Melbourne, FL 32901
MC Melbourne-0643
Vincent.Donato@SunTrust.com
Term begin Date: November 17, 2020

Olivia Nisp

Private Sector
Nemours Children's Hospital
Occupational Therapist

6535 Nemours Pkwy
Orlando, FL 32827
Phone: 407 567-4000
Olivia.Nisp@nemours.org
Term begin Date: November 17, 2020

Priscilla DeNino

District Superintendent of Schools Designee
Mandated
Brevard County Public Schools
VPK/Early Childhood Coordinator
Elementary Leading and Learning
Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, FL 32940
321 633-1000 x11323
DeNino.Priscilla@Brevardschools.org
Term begin Date: November 17, 2020

PROUDLY SUPPORTED BY:



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.

PO BOX 560692

ROCKLEDGE, FL 32956-0692

PHONE: (321) 637-1800

FAX: (321) 637-7244

Linda Graham

Mandated

Brevard County Housing and Human Services

2725 Judge Fran Jamieson Way

Viera, FL 32940

321 633-2007

Linda.Graham@brevardfl.gov

Term begin Date: November 17, 2020

Kelly Shaver

Mandated

Early Childhood Education

Eastern Florida State College

Cocoa Campus/Melbourne Campus

1519 Clearlake Rd.

Cocoa, FL 32922

Phone: 321-433-5728

shaverk@easternflorida.edu

Term begin Date: November 17, 2020

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, October 20, 2020 at 3:00 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, Terri Barlow, Henry Perez, Robin Buckmaster, Don Lusk, Natalie Jackson, Linda Halpin

EXCUSED ABSENT: Althea Puzio

STAFF PRESENT: Laura Gambino, Jeannie Williams, Harriet Paredes, Kristen Johnson, Dennise Milan, Eneida Colon, Briana Johnson

GUEST/PUBLIC: Lori Huertas (Teams), Dr. Brittany Birken (Teams), Angel Kids Care, Phil Scarpelli

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 3:10 p.m. Pledge of Allegiance took place.

| AGENDA ITEM | SUMMARY/DISCUSSION | ACTION/FOLLOW-UP |
|----------------|--|---|
| Mission Moment | No Small Matter Trailer | No Action |
| Consent Items | <p>Alan Bergman asked for a motion that Public comment item be moved up on the Agenda and that public comment be limited to 3 minutes per speaker at all Board meetings.</p> <p>Minutes – September 25, 2020 Board of Directors meeting minutes</p> <p>Annual Report</p> <p>Election of Officers- Chair reported on slate of officers and a vote was held.</p> <p>Private Sector Nomination- the nominating committee reported they had approved the private sector nominations to be moved to full board for approval</p> | <p>Khaled Jarrah made a motion to approve Don Lusk seconded the motion. The motion passed unanimously.</p> <p>Don Lusk makes the motion to approve. Caitlin Rice seconded. The motion passed unanimously.</p> <p>Don Lusk makes the motion to approve the Annual Report. Terri Barlow seconded. The motion passed unanimously.</p> <p>Don Lusk makes the motion to approve the Slate of officers. Terri Barlow seconded. The motion passed unanimously.</p> <p>Khaled Jarrah makes the motion to approve the Private sector nominees. Don Lusk seconded. The motion passed unanimously.</p> |

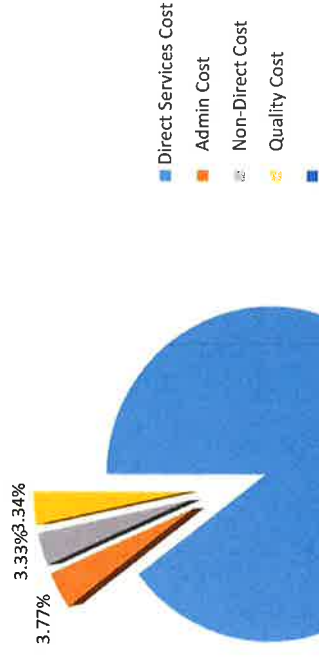
| | | |
|---|---|---|
| | | |
| Mission Moment | Mission Moment Presentation: Angel Kids Child Care performed for the Board as a reminder of the Coalition's Mission. | No Action |
| Executive Directors report/Finance Report | <p>Laura Gambino reports:</p> <ul style="list-style-type: none"> • State and Office of Early Learning (OEL) updates • Coalition update • Finance Report • Conflict of Interest forms | No Action |
| Presentations | <ul style="list-style-type: none"> • Dr. Brittany Birken, PhD, Federal Reserve Bank of Atlanta, Director of Community and Economic Development • Governance and Strategic Visioning – Phil Scarpelli, CEO of Brevard Family Partnership | No Action |
| Adjournment | The meeting was adjourned at 5:40 p.m. | Khaled Jarrah motioned for the adjournment of the board meeting. Don Lusk seconded the motion. The motion passed unanimously. |

October 20, 2020 Board minutes were approved at the November 17, 2020 meeting:

| School Readiness | | | | |
|------------------------|----------------|---------------------|-----------|----------------------|
| Category of Spending | FY 20-21 Award | Actual thru 9/30/20 | Current % | Earmark/Restrictions |
| Award Amount | \$ 24,534,736 | | | |
| Direct Services Cost | \$ 19,739,564 | \$ 5,442,529 | 89.56% | Minimum 78% |
| Non-Slot Dollars: | | | | |
| Admin Cost | \$ 1,223,945 | \$ 229,026 | 3.77% | Maximum 5% |
| Non-Direct Cost | 1,555,136 | 202,608 | 3.33% | |
| Quality Cost | 884,968 | 202,682 | 3.34% | Minimum 4% |
| Total Non-Slot Dollars | \$ 4,795,172 | \$ 634,317 | 10.44% | Maximum 22% |
| PDG Grant Services | \$ 205,778 | \$ - | 0.00% | |
| SR Program Assessment* | \$ 0 | \$ - | 0.00% | |

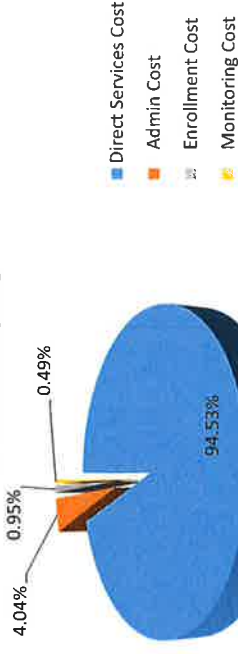
* Award dollars not allocated by OEL yet

School Readiness Earmarks



| VPK | | | | |
|------------------------|----------------|---------------------|-----------|----------------------|
| Category of Spending | FY 20-21 Award | Actual thru 9/30/20 | Current % | Earmark/Restrictions |
| Award Amount | \$ 11,766,833 | | | |
| Direct Services Cost | \$ 11,314,311 | \$ 1,228,625 | 94.53% | Minimum 96% |
| Non-Slot Dollars: | | | | |
| Admin Cost | \$ 308,327 | \$ 52,528 | 4.04% | |
| Enrollment Cost | 112,319 | 12,297 | 0.95% | Maximum 4% |
| Monitoring Cost | 31,927 | 6,319 | 0.49% | |
| Total Non-Slot Dollars | \$ 452,572 | \$ 71,143 | 5.47% | |

VPK Earmarks



Early Learning Coalition of Brevard, Inc.

Orientation / Coalition Overview



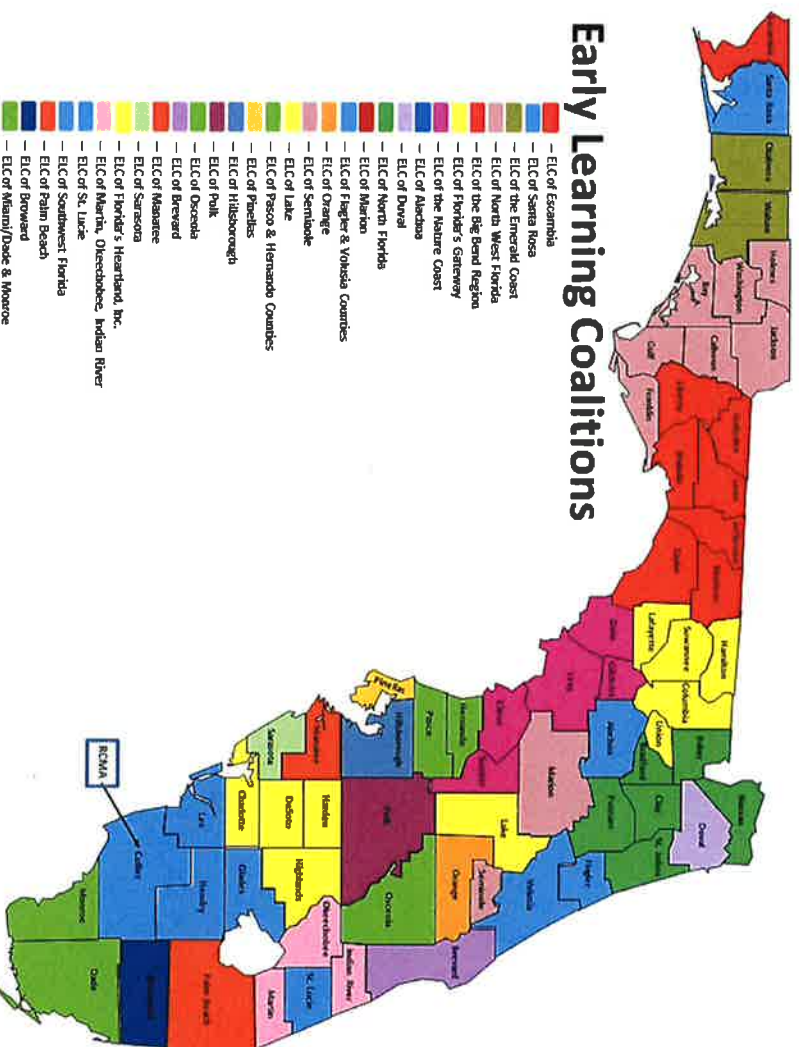
LAUNCHING A CHILD'S FUTURE

Structure

- ▶ 501(c)(3) non-profit organization
- ▶ Fiscal Year: July 1st through June 30th
- ▶ Department of Education -> Office of Independent Education and Parent Choice -> Office of Early Learning -> Early Learning Coalitions

Map of coalitions

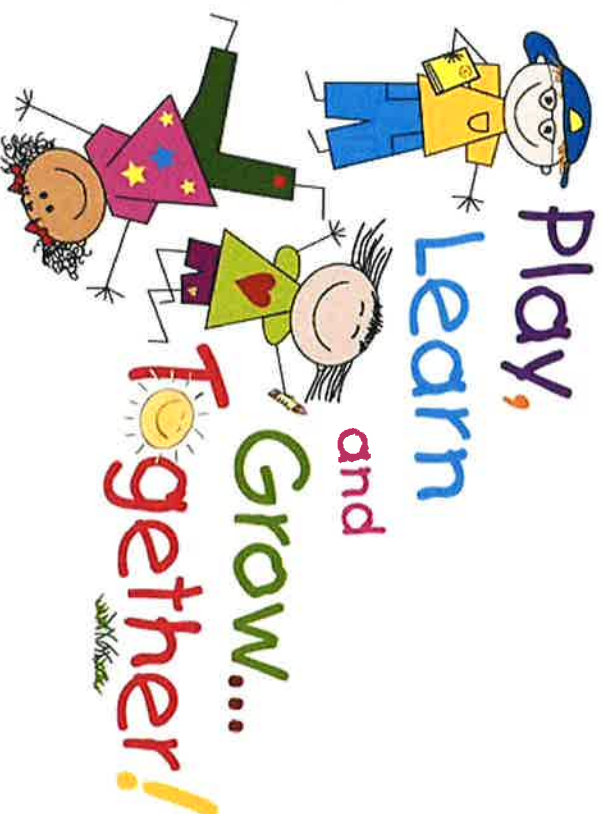
Early Learning Coalitions



30 Coalitions in 67
Counties

Vision

Providing children in Brevard County quality programs, resources, and services necessary to succeed in school.



History:

Prior to 1999 - Subsidized childcare program administered by DCF

1999 - Florida Statute establishing School Readiness Coalitions

2002 - Florida voters approved VPK Constitutional Amendment

2004 - Legislature implements VPK, sets criteria for VPK, houses program in Agency for Workforce Innovation (AWI)

2004 - School Readiness Coalitions renamed Early Learning Coalitions; responsible for oversight of School Readiness and VPK programs at the local level.

2012 - AWI becomes Florida's Offices of Early Learning

2013 - FOEL is now under the Department of Education (DOE), UNDER THE Office of Independent Education and Parent Choice

Board Structure

Private Sector

- Board Chair and two (2) other members who are appointed by the Governor
- More than 1/3 of the members must be private sector business members either for-profit or nonprofit
- The individual (or relatives) must not have a substantial financial interest in the design or delivery of the SR or VPK programs
- Reside in Florida and be an employee, manager or owner of a business entity in the coalition's area or responsibility

Board Structure Cont.

Board of Directors

- Quorum = majority of voting members
- A Coalition may use any method of telecommunications to conduct a meeting but must ensure proper notice is given to the public
- A voting member may send a representative to a meeting but the individual does not have voting privileges
- State, Federal, and Local matching dollars provided to the ELC may not be used directly or indirectly to pay for meals, food, or beverages for Coalition members and employees

Board Structure Cont.

Board of Directors - Required Members

- Chair - appointed by the Governor
- Two (2) additional private sector business members - appointed by the Governor
- A Department of Children & Families District Administrator or designee
- A Superintendent of schools or designee
- Regional Workforce Development Board Executive Director or designee
- County Health Department Director or designee
- An appointee selected by the local Board of County Commissioners
- Head Start Director
- Private For-Profit Child Care Provider representative
- Faith-Based Child Care Provider representative
- Programs for Children with Disabilities under Federal Individuals with Disabilities Act

Board Structure Cont.

Board of Responsibilities - Ambassador

- Attend Board meetings, including special meetings
- Serve on at least one (1) committee
- Select Coalition Executive Director
- Determine mission and vision statements
- Review all materials prior to meetings
- Offer constructive suggestions, comments, and feedback
- Represent ELC during community events and grant opportunities
- Help to recruit new private sector members as needed
- Publicly support all Board decisions
- Assure the long-term progress of the Coalition
- Ensure accountability, transparency, and compliance in all areas of ELC operations

Board Structure Cont.

Board of Responsibilities - Fundraising/Outreach

- Take initiative in developing, participating, and securing contributions for fundraising events.

Board of Responsibilities - Policy Maker

- Develop a thorough understanding of by-laws, policies, and fiscal reports and review them on a regular basis.
- Provide input into the development and revision of ELC policies
- Engage in the strategic planning process

Board Structure Cont.

Role of the Chair

- Preside at all Board meetings of the Coalition and maintain order
- Be an ex-officio member of all committees of the Coalition except the Nominating Committee
- Perform duties pertaining to the office or required of him/her from time to time by the Coalition
- Be the duly authorized agent for the Coalition in order to legally commit and obligate the Coalition

Board Structure Cont.

Role of the Vice-Chair

- Preside at all board meetings in the absence of the Chair or whenever the Chair temporarily vacates the chair
- Perform all such duties usually pertaining to the office of Vice-Chair
- Assume the duties of the Chair in the event that office becomes vacant, the Chair is absent, or until the Governor fills such vacancy

Board Structure Cont.

Role of the Secretary

- Preside at all Board meetings of the Coalition in the absence of the Chair and Vice-Chair
- Perform all such duties usually pertaining to the office of the Secretary
- Record and maintain the minutes of every Coalition meeting and determine the official quorum for each meeting by reviewing the membership list

Board Structure Cont.

Role of the Treasurer

- Preside at all Board meetings of the Coalition in the absence of the Chair and Vice-Chair and Secretary
- Review the financial records of the Coalition, including all funds received and disbursed
- Serve on the Audit Committee
- Perform all such duties usually pertaining to the office of the Treasurer

Board Structure Cont.

Board Protocol & Procedures

- The Coalition operates under a set of approved By-Laws
- The Coalition is governed by both State and Federal Statute
- The Coalition adheres to the requirements of the Sunshine Law
 - All meetings where two or more board members are present must be publicly noticed
 - Board members may not speak to each other regarding potential board business outside of an advertised meeting
 - All documentation is public record, excluding child records and specific employee personnel information
 - All meetings must be open to the public
 - Minutes must be taken for each meeting
- The Coalition Board follows Robert's Rules of Order

Board Structure Cont.

Board Meetings

- Meetings are typically held on the third Tuesday monthly
- The agenda is prepared with the input of the Executive Director and management

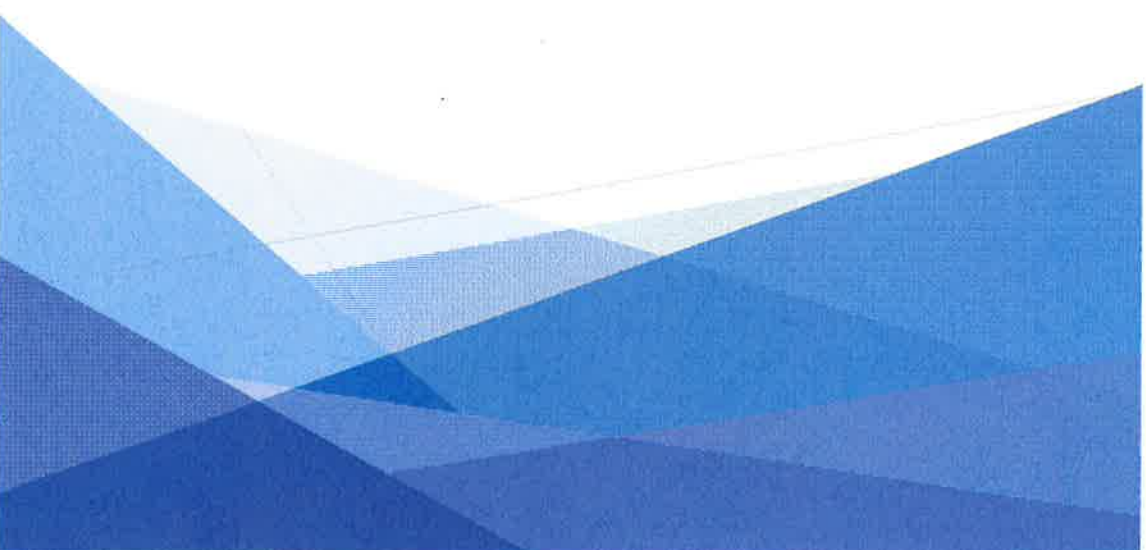
Offices

Rockledge Office

- ▶ 1018 Florida Avenue
Rockledge, FL 32955

Melbourne Office

- ▶ 2671 Eau Gallie Blvd Suite 102
Melbourne, FL 32935



Programs & Services

School Readiness Child Care Assistance

- Financial assistance for child care for qualifying families with children ages 0-13
- Florida's Voluntary Pre Kindergarten Program (VPK)
 - Free Pre-K for all 4 year olds in Florida
 - 4 years old on or before September 1 of current year
- Must verify Florida residency

Families can apply on-line for both the above programs:>>>>>

[Family Portal](#)

Eligibility- Working Family

A single parent family in which the parent with whom the child resides is employed or engaged in eligible education activities a minimum of 20 hours per week.

- A family in which the parent(s) with whom the child resides is exempt from work requirements because of age or disability, which a Social Security Administration disability award letter states or a physician licensed under chapters 458 or 459, F.S., determines and documents

Eligibility- Working Family

- A two-parent family in which both parents with whom the child resides are employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week.
- A two-parent family in which one parent with whom the child resides is exempt from work requirements because of age or disability, which a Social Security Administration disability award letter states or a physician licensed under chapters 458 or 459, F.S., determines and documents, and one parent is employed or engaged in eligible work or education activities at least 20 hours per week

Eligibility- At Risk

SR at-risk - protective services - SR services a coalition provides to a child of a family under investigation or under supervision because of an allegation of abuse, neglect or exploitation. DCF or its contracted service provider must submit a documented Child Care Authorization (referral) Form. Eligibility is not dependent on family income or work requirements.

SR at-risk - TANF relative caregiver (RCG) - SR services a coalition provides to a child in court-ordered relative care. DCF or its contracted service provider must submit a documented Child Care Authorization (referral) Form. Eligibility is not dependent on family income or work requirements. A letter from DCF stating the individual is a relative caregiver receiving RCG payments can establish eligibility.

Eligibility

SR at-risk - out-of-home (foster care) - SR services a coalition provides to a child who is in foster care. Eligibility is not dependent on family income or work requirements. DCF or its contracted service provider must submit a documented Child Care Authorization (referral) Form.

SR at-risk - out-of-home (relative care) - SR services a coalition provides to a child who is in court-ordered relative care. Eligibility is not dependent on family income or work requirements. DCF or its contracted service provider must submit a documented Child Care Authorization (referral) Form.

SR at-risk - diversion protective services - SR diversion services a coalition provides to children needing access to child care who DCF and its contracted community-based care (CBC) programs within the Family Safety Program Office are currently serving. Eligibility is not dependent on family income or work requirements. DCF or its contracted service provider must submit a documented Child Care Authorization (referral) Form. The submitted Child Care Authorization (referral) Form should state that the primary purpose of care is protection and status as diversion.

Eligibility

- Determines eligibility for School Readiness and VPK programs
- Enrolls children following specific rules assigned to each billing group
- Offers CCR&R services
- Communicates regularly with referring agencies and child care providers
- Works closely with reimbursement to resolve any enrollment issues that arise during attendance processing

Child Care Resource & Referral (CCR&R)

- CCR&R is a the “Front Door” to ELC services.
- CCR&R is a free program that assists families in finding quality and affordable child care and community resources.
- Assists current and prospective child care providers by offering technical assistance and information on becoming a child care provider.
- Offer child care listings, consumer education, financial assistance options, community resources to each individual requesting services. Services are provided in person, by phone, email or fax.
- Maintains the database of all legally operating child care providers and conducts the CCR&R Annual Provider Updates.
- CCR&R determines eligibility for VPK programs
- CCR&R determines pre-eligibility for School Readiness program applications to be placed on the wait list
- Services must be offered within 2 business days. Emergency calls must be handled within 4 hours.
- CCR&R Specialist participate in community outreach events and Family Engagement activities.
- CCR&R Specialist are required to become State certified within 4 months of hire date.

Programs

The Programs Department is responsible for overseeing services related to School Readiness (SR) and Voluntary Prekindergarten (VPK) Providers.

Roles related to the Programs Department include:

- Inclusion Services
- SR / VPK Provider Contracting
- SR / VPK Monitoring
- Technical Assistance
- Quality Initiatives & Developmental Screenings/Referrals

Finance

- SR & VPK Provider reimbursements, adjustments, provider contracts
- Procurement, Vendor Payments, Contracts
- Payroll, Travel Arrangements, Reimbursement
- ELC Brevard's Annual Budget, Grant Budgets
- Financial Reporting, Compliance, Internal Controls, Grant Agreements
- Cost Allocation Management
- External Single Audit, Internal (OEL) Fiscal Monitoring, Desk Reviews

Acronyms

AELC - Association of Early Learning Coalitions

AG - Auditor General

ASQ - Ages and Stages Questionnaire

ATR - At Risk

BG - Billing Group

CCAA - Child Care Application Authorization

CCDF - Child Care Development Fund

CCMS - Child Care Management System

CCRR&R - Child Care Resource & Referral

CLASS - Classroom Assessment Scoring System

COOP - Continuity of Operations Plan

CSC - Children's Service Counsel

DCF - Department of Children and Families

DHHS - Department of Health and Human Services

DOE - Department of Education

DOH - Department of Health

ECERS - Early Childhood Environment Rating Scale

ECHOS - Early Childhood Observation System

ED - Executive Director

EFFS - Enhanced Field System

EHS - Early Head Start

ELAC - Early Learning Advisory Council

ELC - Early Learning Coalition

ELCBC - Early Learning Coalition of Brevard County

ERS - Environment Rating Scale

FACCM - Florida Association for Child Care Management

FCCERS - Family Child Care Environment Rating Scale

Acronyms Cont.

| | |
|---|--|
| FDLE - Florida Department of Law Enforcement | R&R - Resource and Referral |
| FDLRS - Florida Diagnostic and Learning Resources System | RCG - Relative Care Giver |
| FLKRS - Florida Kindergarten Readiness Scale | SAMIS - Services and Activities Management Information System |
| FPL - Federal Poverty Level | SPE - Single Point of Entry |
| IEP - Individual Education Plan | SR - School Readiness |
| INA - Immigration and Nationality Act | SSA - Social Security Administration |
| ITERS - Infant/Toddler Environment Rating Scale | SSI - Supplemental Security Income |
| NAEYC - National Association for the Education of Young Children | TANF - Temporary Assistance for Needy Families |
| OCA - Other Cost Accumulator | TAPP - Teenage Parent Program |
| ODT - Outcome Driven Training | TCA - Temporary Cash Assistance |
| OEL - Office of Early Learning | TCC - Transitional Child Care |
| OIG - Office of Inspector General | TPR - Termination of Parental Rights |
| OPPAGA - Office of Program Policy Analysis and Government Accountability | UFF - United For Families |
| POP - Provider on Probation | UWL - Unified Wait List |
| PS - Protective Services | VPK - Voluntary Pre-Kindergarten |



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Tuesday, October 20, 2020 at 2:00 p.m.
LOCATION: 2671 W Eau Gallie Blvd Melbourne, FL 32935
MEMBERS
PRESENT: Alan Bergman, Khaled Jarrah, Caitlin Rice, Teri Barlow
ABSENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Dennise Milan
GUEST/PUBLIC:
START TIME: 2:05 p.m.

| AGENDA ITEM | SUMMARY/DISCUSSION | ACTION/FOLLOW-UP |
|-----------------------------|---|---|
| Welcome and Call to Order | Alan Bergman called the meeting to order at 2:05 p.m. | No Action |
| Approval of Meeting Minutes | September 1, 2020 minutes were approved | Terri Barlow makes a motion to approve the September 1, 2020 minutes. Caitlin Rice seconded. Unanimous |
| Executive Director/Finance | Laura Gambino reports: <ul style="list-style-type: none">• State and Office of Early Learning (OEL) updates• Coalition update• Finance Report | No Action |
| Adjournment | Meeting was Adjourned at 2:36 | Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously. |

October 20, 2020 ELC/Finance Committee Meeting Minutes Approved at November 17, 2020 ELC/Finance Meeting: