



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, February 18, 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, Mark Broms, Khaled Jarrah, Natalie Jackson, Robin Buckmaster, Linda Halpin (Telephonically), Caitlin Rice, Terri Barlow, Don Lusk, , Beth Mills, Heather Quidort, Ian Golden, Victoria Candelora, Henry Perez

EXCUSED ABSENT Althea Puzio, Jeff Harrison

STAFF PRESENT: Laura Gambino, Gina Sousa, Greg Thomas, Dennise Milan, Sharlene Humphrey, Jodi Ammons, Eneida Colon, Jeannie Williams,

GUEST/PUBLIC:

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 3:02 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Mission Moment	Angel Kids Child Care did the pledge of allegiance and sang a song.	No Action
Consent Items	<p>Minutes – January 21, 2020</p> <p>Minutes – Exec/Finance January 6, 2020</p>	<p>Victoria Candelora made a motion to approve the January 21, 2020 minutes with the corrections to attendance (add Victoria Candelora and Henry Perez). Robin Buckmaster seconded the motion. The motion passed unanimously.</p> <p>Terri Barlow made a motion to approve the January 6, 2020 Exec/Finance minutes Henry Perez seconded the motion. The motion passed unanimously.</p>
Tabled Items from January 21, 2020	<ul style="list-style-type: none"> a. Executive Directors Report b. Melbourne office update c. SR Reconciliation updated d. Finance Report - November 	Henry Perez made a motion to approve the November 2019 Finance report. Heather Quidort seconded the motion. The motion passed unanimously.


<p>Nominating Committee Special Election</p>	<p>The Board was presented with a ballot listing the candidates name and each position.</p> <ul style="list-style-type: none"> a. Khaled Jarrah – Vice President b. Caitlin Rice – Treasurer c. Terri Barlow – Secretary <p>Heather Quidort questions why Beth Mills name is not on the ballot for secretary. The nominating committee replied they were led to believe because she did not either verbally or in writing express interest in retaining the position she could be removed. Upon review, Beth Mills tenure as secretary is not up until October and she can remain in the position until then. Heather Quidort begins to make a motion but the motion dies.</p>	<p>Henry Perez makes a motion to invalidate or remove Terri Barlow from the ballot. Heather Quidort seconds the motion. The motion passes unanimously and Beth Mills remains secretary</p>
<p>Executive Directors Report</p>	<ul style="list-style-type: none"> • Realigning and staff updates – IT Specialist hired started 2/10. Posting for two Finance Specialist positions and Family Services Specialists. Provider Services Administrator position and interviewing potential HR Director candidate week of February 17th. • An RFP for IT managed services and an RFP for cleaning services are in the process of being created. 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. • There was a question about calling roll at meetings. By-laws do not require we have to call roll. Asked three other coalitions and their practice is to NOT call roll and use the sign in sheet. • Melbourne office is 98% operational. The installation of the phone system for the entire agency has some outstanding issues due to hardware/wiring miscalculations. • Legislative Update for Tallahassee, met with Rep. Fine, Tyler Sirios aide and Coach P is interested in talking to us. Attended the House Bill (HB 1013) VPK Pre-K Committee meeting with all the AELC Executive Directors in attendance with Representative Grall. • Children’s movement- ongoing collaboration with Brevard Public Schools Thrive for 5/No Small Matter Screening event. Projecting end of April/early May date. • Developing strategy for Organizational Action Plan/Strategic Plan • March 11, 2020 Provider Meeting and April 18th Provider Conference • Holding a Team Building Session with Leadership Team/Staff on 2/28 through FCCMA and 4/9 with private consultant. Procuring proposals for Board Governance training and consulting per OEL and 	<p>No Action</p>

	<p>GrayRobinson post report recommendations.</p> <ul style="list-style-type: none"> • 2018.2019 VPK Provider Readiness Rates VPK works! 63% of VPK Completer Students are ready for kindergarten, compared to 47% of VPK Non- Completer Students and 39% of Non-VPK Students.67% or 4,436 of the 2018-19 VPK programs/providers met and/or exceeded the minimum readiness rate of 60. 33% or 2,175 of the 6,611 VPK programs did not meet the minimum readiness rate of 60. These programs will be placed on probation and required to acknowledge their status and implement corrective actions as part of an improvement plan. • Board Development – Patrick Culhane, Suntrust and Guy Klenke, Investor have expressed interest in serving on the Board. They both fulfill the private sector requirement per By-Law requirement. • Auditing firm has received the revenue statement from OEL and is in process of validating data. The firm is working closely with the entire finance team at OEL to insure consistency and messaging to all coalitions. 	
By Laws Committee	A By Laws committee was formed. Members include, Ian Golden, Don Lusk, Terri Barlow, and Khaled Jarrah. Meeting date and time to be scheduled prior to March board meeting.	No Action
Finance Report	Greg Thomas presented the December Finance report. See Attached	Khaled Jarrah motioned to approve the December Finance report. Terri Barlow seconded the motion. The motion passed unanimously.
New Business	<ul style="list-style-type: none"> • Victoria Candelora announces she will be retiring in May. As far as she knows EFSC will not be continuing the Early Childhood Education program. • Moving all future board meetings to the Melbourne office is discussed • Legislative updates will be revisited under old business in the March meeting. 	<p>Khaled Jarrah makes a motion for the Chairman of the Board to send a letter to EFSC to urge them to keep the program. Don Lusk seconded the motion. The motion failed because Victoria asked the Board to wait until March.</p> <p>Terri Barlow motions for all future Board of Directors meeting to be moved to the new Melbourne office. Khaled Jarrah seconded the motion. The motion passed unanimously.</p> <p>No Action</p>


Board Recognition	Alan Bergman presented Mark Broms with a plaque and thanked him for his service to the School Readiness program and to the children of Brevard County.	No Action
Adjournment	The meeting was adjourned at 4:40PM	Heather Quidort motioned for the adjournment of the board meeting. Ian Golden seconded the motion. The motion passed unanimously.
Next Meeting	Tuesday, March 17, 2020 at 3: 00 p.m.	

February 18, 2020 Board minutes were approved at the March 17, 2020 meeting:

Respectfully Submitted,

 5/20/2020
 Signature Date
 Executive Coordinator

Approved

 5/20/2020
 Signature Date
 Executive Director