



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting

**DATE/TIME:** Monday, October 9, 2017 at 3:30 pm

**LOCATIONS:** Early Learning Coalition of Brevard County, 2080 Eau Gallie Blvd, Melbourne, FL 32935

**MEMBERS PRESENT:** Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary

**EXCUSED ABSENT MEMBERS:** N/A

**UNEXCUSED ABSENT MEMBERS:** N/A

**STAFF PRESENT:** Sky Beard, Executive Director, and Jessica Beecham, Executive Coordinator

**GUEST/PUBLIC:** Tom Brandon, Brandon Commercial Development

**START TIME:** October 9, 2017 at 3:29 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: September 20, 2017:</b> No changes were made to the meeting minutes.	<b>Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.</b>
<b>Melbourne Office Space</b>	<p>Sky introduced Tom Brandon with Brandon Commercial Development and the current landlord of the ELC Melbourne office location. The Executive Committee had requested a meeting with Tom to discuss the potential office space that Brandon Commercial Development would like to purchase and build as a custom build out for the Coalition's south office. Tom proposed that Brandon Commercial Development would build and develop a 1200 square foot building off Eau Gallie Boulevard and provide 8000 square foot of space for the Coalition. The buildout would include a training room for about 75 people. The buildout would be included in the lease commitment for a term of 10 years. ELC staff would have input regarding the buildout design and design. The Committee discussed the lease rate and the current comp rates. In addition to the building plan and timeline, discussion also occurred about items such as parking, other potential tenants, electrical generators, storage space and other potential needs.</p> <p>If the Coalition decides to not move ahead with the new building a new lease for the current building will need to be signed.</p> <p>Although there is no requirement that the building plans be approved by the Board, the Committee asked that the discussion be brought to the Board for further input and discussion.</p>	<b>No Action/Follow-up needed</b>

<b>FY 16.17 End of Year Financials</b>	<p>Cathie reviewed the FY 16.17 End of the Year Financials (see attached) with the Committee. The changes were reviewed and discussed.</p> <p>The Committee reviewed the year end Earmarks and Restrictions (see attached):</p> <ul style="list-style-type: none"> <li>• School Readiness <ul style="list-style-type: none"> <li>○ Direct services is 83% with the minimum percent required being 78%</li> <li>○ Administrative percent is 4.66% with the maximum of 5%</li> </ul> </li> <li>• VPK <ul style="list-style-type: none"> <li>○ Admin 3.85% with the maximum of 4%</li> </ul> </li> <li>• Match <ul style="list-style-type: none"> <li>○ Was not met because of the high enrollment. Match was about \$88,000 short.</li> </ul> </li> </ul> <p>Mark asked about the waitlist numbers and how the amount of time families spend on the waiting list is tracked. Sky explained that the State's new reporting system, Tableau, will be able to track data such as that and it will demonstrated at the next full Board meeting.</p>	<b>No Action/Follow-up needed</b>
<b>Annual Meeting Plan</b>	<p>The Committee reviewed the draft agenda for the Board of Directors Annual Meeting and discussed the Executive Committee positions.</p> <p>The vacant Faith Based Provider Representative position will be announced at the Board meeting.</p> <p>Information regarding the Melbourne lease, vendor list, legislative updates will be added to the Annual Meeting agenda.</p>	<b>No Action/Follow-up needed</b>
<b>Annual Performance Review of the Executive Director</b>	Sky informed the Committee that the annual performance review of the Executive Director will begin at the November meeting and will be done in the same process as the year before.	<b>No Action/Follow-up needed</b>
<b>Public Comment</b>	N/A	<b>No Action/Follow-up needed</b>
<b>Adjournment</b>	The meeting was adjourned at 5:07 pm	<b>Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.</b>
<b>Next Meeting</b>	November 13, 2017 at 3:30pm	

October 2017 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

*Approved*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Executive Coordinator

Executive Director



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## **Executive/Finance Committee Meeting**

October 9, 2017 3:30 pm

Approval of September 20, 2017 Minutes

Melbourne Office Space

FY 16.17 End of Year Financials

Annual Meeting Agenda

Annual Performance Review of the Executive Director

Next Committee meeting: November 13, 2017

**LAUNCHING A CHILD'S FUTURE!**



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Wednesday, September 20, 2017 at 11:00 am  
**LOCATIONS:** Meeting conducted via conference call; Sky Beard and Alan Bergman in attendance at Melbourne office (2080 W. Eau Gallie Blvd, Melbourne)  
**MEMBERS PRESENT:** Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary  
**EXCUSED ABSENT MEMBERS:** N/A  
**UNEXCUSED ABSENT MEMBERS:** N/A  
**STAFF PRESENT:** Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, and Cathie Odom, Director of Business Operations  
**GUEST/PUBLIC:** N/A  
**START TIME:** September 20, 2017 at 11:05 am

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: Approval of August 14, 2017:</b> No changes were made to the meeting minutes.	<b>Beth Mills motioned for the minutes to be approved. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.</b>
Community Development Block Grant (CDBG) Resolutions	The Committee reviewed the Community Development Block Grant (CDBG) resolutions that were emailed to them before the call. Sky explained the purpose of the letters which allow the Executive Director to apply for and accept local match funds and the Director of Business Operations to submit the invoices and reports.	<b>Beth mill motioned to approve all three cities' resolutions. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members. Once approved, Alan Bergman and Jeffrey Harrison signed the letters as required.</b>
Continuity of Operations Plan Approval	The purpose of the Continuity of Operations Plan (COOP) was reviewed. The COOP is required to be submitted to the Office of Early Learning by October 1 of each year. Sky informed the Committee that all the Coalitions will be reviewing all the COOPs in order to share lessons learned after Hurricane Irma.	<b>Jeffrey Harrison motioned for the Continuity of Operations Plan to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.</b>
Annual Meeting Planning	Sky discussed the plans for the Annual Meeting scheduled for October 17, 2017. The Executive/Finance Committee officer positions will be voted on during the Annual Meeting. Sky discussed with the committee the possibility of a discussion around the status of enrollments, the waiting list and Quality vs. Quantity. With the waiting list not moving at this time, there is a need for out of the box	<b>No follow up needed at this time</b>

	<p>thinking of how to help families while on the waiting list with other needs other than helping with child care assistance.</p> <p>The Committee was advised that at the time of the Annual meeting the OEL Accountability review will be happening on-site.</p>	
<b>Coalition Merger Update</b>	Sky reminded that Committee about the legislative mandate that OEL submit a report to the House, Senate and Office of the Governor by September 1 that identifies how the early learning coalitions could be reduced from 30 to 25. Sky discussed the report submitted by OEL.	<b>No follow up needed at this time</b>
<b>Meeting Start Time Survey Results</b>	Sky reviewed with the Committee the results of the Board meeting start time survey. Eleven responses have been received. The Committee discussed the responses to date and the topic will be discussed at the October meeting.	<b>No follow up needed at this time</b>
<b>Public Comment</b>	Beth Mills requested that flyers for the Parenting in Today's World be sent out.	<b>Sky will email flyers to Board of Directors for distribution.</b>
<b>Adjournment</b>	The meeting was adjourned at 11:31 am	<b>Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.</b>
<b>Next Meeting</b>	October 9, 2017 at 3:30pm	

September 2017 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

*Approved*



10/09/2017

Signature

Date

Executive Coordinator



10/09/2017

Signature

Date

Executive Director



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## EARLY LEARNING COALITION OF BREVARD BOARD OF DIRECTORS

### ELECTION OF OFFICERS 2016 - 2017

The following nominations have been received for the term of October 1, 2016 – September 30, 2017.

Please mark your selection below:

<b><u>VICE CHAIR</u></b>	
Beth Mills (2016-17)	<input type="checkbox"/>
Beth Mills (2015-16)	<input type="checkbox"/>
Mark Broms (2014-15)	<input type="checkbox"/>
Jeffrey Harrison (2013-14)	<input type="checkbox"/>
<b><u>TREASURER</u></b>	
Mark Broms (2016-17)	<input type="checkbox"/>
Jeffrey Harrison (2015-16)	<input type="checkbox"/>
Jeffrey Harrison (2014-15)	<input type="checkbox"/>
Mark Broms (2013-14)	<input type="checkbox"/>
Mark Broms (2012-13)	
<b><u>SECRETARY</u></b>	
Jeffrey Harrison (2016-17)	<input type="checkbox"/>
Mark Broms (2015-16)	<input type="checkbox"/>
Beth Mills (2014-15)	<input type="checkbox"/>
Beth Mills (2013-14)	<input type="checkbox"/>

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