



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting

**DATE/TIME:** Monday, December 17, 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:**

**START TIME:** December 11, 2017 at 3:25 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: November 13, 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>
Raising of America Debriefing	Board members in attendance offered their feedback. Discussed the positive feedback heard during and after the event. Discussed next steps and offered to hold similar screenings elsewhere in the community.	<b>No Action/Follow-up needed</b>
Melbourne office space Follow-up	The Executive Committee was informed that Cathie and Sky had a follow-up meeting with Tom Brandon. They emphasized with Mr. Brandon the conversations with the Board and some of their feedback. Mr. Brandon re-confirmed the “standard business” design of the building and that he understood the concerns presented. Mr. Brandon will communicate next steps needed from the Coalition.	<b>No Action/Follow-up needed</b>
Coalition Merger Report Update	The Executive Committee was provide with a copy of the addendum to merger report. Discussed the legislative committee meetings held on the topic and reasons for the addendum to the report. The report was reviewed and the committee discussed the impact on Florida’s early learning system. Sky will keep the Executive Committee updated as the conversation continues.	<b>No Action/Follow-up needed</b>
CDBG Challenges	Discussed the application process and timeline for CDBG proposals as well as reviewed historical request amounts and amounts awarded. Staff discussed concerns about City of Cocoa requiring additional documents to be submitted above what state and federal law requires to determine eligibility for the School Readiness program. The Executive	<b>Sky Beard will send a letter to the Cities of Cocoa and Titusville informing them of the Coalition’s decision to not apply for CDBG funds in the upcoming application cycle.</b>

	Committee agreed it was not appropriate and elected to not apply for funding in the next funding cycle. Also discussed City of Titusville's RFP language regarding required "expansion" of services and the challenges that presents. The Committee decided to not apply for City of Titusville either. The Coalition will apply for Brevard County and City of Melbourne. In addition, staff will research City of Palm Bay's CDBG application process and deadline.	
<b>Annual Performance Review of ED</b>	The Executive Committee completed the annual performance review of the Executive Director. The Committee provided feedback and discussed the goals for next year.	<b>No Action/Follow-up needed</b>
<b>Public Comment</b>		<b>No Action/Follow-up needed</b>
<b>Adjournment</b>	The meeting was adjourned at 5:30 pm	<b>Mark Broms motioned for the adjournment of the Board meeting. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.</b>
<b>Next Meeting</b>	January 8, 2018 at 3:30pm	

December 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**

December 11, 2017 3:30 pm

Approval of November 13, 2017 Minutes

*Raising of America* Screening Debriefing

Melbourne Office Space Follow Up

Coalition Merger Report Update

Community Development Block Grant (CDBG) Challenges

Annual Performance Review of the Executive Director

Next Committee meeting: January 8, 2018

**LAUNCHING A CHILD'S FUTURE!**



## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Monday, November 13, 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, Jessica Beecham, Executive Coordinator and Cathie Odom, Director of Business Operations  
**GUEST/PUBLIC:**  
**START TIME:** November 13, 2017 at 3:35 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<b>Minutes: October 9, 2017:</b> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
Raising of America screening update	Sky informed the Committee members that approximately 45 guests have RSVP'd to the Raising of America event on November 30 <sup>th</sup> . The Committee and ELC staff discussed the details of the event. <ul style="list-style-type: none"> <li>• Reception will be sponsored by The Children's Movement of Florida</li> <li>• Panel discussion facilitated by Bob Gabordi, Executive Editor of Florida Today. Panel members include:               <ul style="list-style-type: none"> <li>○ Teresa Wright, Ed.D., Brevard Public Schools Director, Elementary Leading and Learning, Title I</li> <li>○ Rob Rains, President, United Way of Brevard</li> <li>○ Vance Aloupis, CEO, The Children's Movement of Florida</li> <li>○ Sky Beard, Executive Director, Early Learning Coalition of Brevard</li> </ul> </li> </ul>	No Action/Follow-up needed
Melbourne Office Space Follow-up	The Committee discussed the conversation that was had at the October Board meeting and how to move forward with the discussion at the next Board meeting. The Committee discussed the importance of the decision, and how they have reviewed all the concerns before bringing the discussion to the Board. The Committee believes that pursuing this item is in the best interest of the Coalition.	No Action/Follow-up needed
RFP 2017-01 for External Audit services	Cathie informed the Committee that 6 proposals for the new audit firm were received. The RFP will be awarded to the highest scoring firm and once accepted, the Coalition will enter into negotiations with that firm.	Beth Mills motioned to release the Intent to Award to Verdeja, De Armas & Trujillo, LLP. Mark Broms seconded the motion.

	The firm that received the highest score is Verdeja, DeArmas and Trujillo based in Miami. The Committee reviewed the scores and associated cost.	<b>The motion passed unanimously by all Board members.</b>
<b>Annual Performance Review of the Executive Director</b>	The Committee discussed the process of completing the annual review of the Executive Director. Sky provided the Committee with a copy of a self-assessment. The annual review will be conducted at the December Executive/Finance Committee meeting.	<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 5:10 pm	<b>Jeffrey Harrison motioned for the adjournment of the Executive Committee meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.</b>
<b>Next Meeting</b>	December 11, 2017 at 3:30pm	

November 2017 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

*Approved*

 \_\_\_\_\_  
 Signature Date  
 Executive Coordinator

 \_\_\_\_\_  
 Signature Date  
 Executive Director

**ADDENDUM TO REPORT RECOMMENDING CHANGES TO THE NUMBER AND LOCATIONS OF EARLY LEARNING COALITIONS**

After further discussion with the Florida Legislature, the Office of Early Learning recommends changes to the number and location of early learning coalitions, to be no more than 25. Implementing this reduction can be accomplished by (1) defunding the merged coalition in the General Appropriations Act; (2) redistributing funds accordingly; and (3) recognizing coalitions’ 501(c)3 status, guiding their boards through board mergers and taking on services within the new coalitions. The Office of Early Learning would administer the transfer of data and assets paid for by School Readiness Program and/or Voluntary Prekindergarten Education Program funding. The new coalitions would be required to submit revised coalition plans (see Section 1002.85, F.S.) to the Office of Early Learning for approval. The Office of Early Learning proposes the following eight merger recommendations, which will result in 25 early learning coalitions.

**Recommendation One** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Indian River, Martin, and Okeechobee counties from the Early Learning Coalition of Indian River, Martin, and Okeechobee Counties to the Early Learning Coalition of St. Lucie County.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
St. Lucie	2,169	715	2,884	4.51%	403,820	7,240,277	2,617	2.71%	154,242	5,699,867
IRMO	2,160	455	2,615	3.92%	304,661	6,077,319	2,381	3.79%	202,819	5,347,895
Total	4,329	1,170	5,499		\$708,481	\$13,317,596	4,998		\$357,061	\$11,047,761

**Recommendation Two** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Dixie and Gilchrist counties from the Early Learning Coalition of the Nature Coast to the Early Learning Coalition of Alachua County. Administrative cost percentages shown are for the Early Learning Coalition of the Nature Coast as a whole.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Alachua	2,146	243	2,389	4.46%	459,719	8,375,582	1,958	3.76%	157,890	4,193,967
Dixie	110	3	113	4.27%	7,888	130,585	43	3.88%	9,627	240,183
Gilchrist	92	5	97	4.27%	25,064	453,290	133	3.88%	14,114	308,529
Total	2,348	251	2,599		\$492,671	\$8,959,457	2,134		\$181,631	\$4,742,679

**RODNEY J. MACKINNON**

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

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**Recommendation Three** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Levy County from the Early Learning Coalition of the Nature Coast to the Early Learning Coalition of Marion County. Administrative cost percentages shown are for the Early Learning Coalition of the Nature Coast as a whole.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Marion	2,459	227	2,686	4.02%	374,994	7,408,437	2,545	3.99%	205,824	5,153,415
Levy	395	21	416	4.27%	70,835	1,349,735	333	3.88%	26,901	600,365
Total	2,854	248	3,102		\$445,829	\$8,758,172	2,878		\$232,725	\$5,753,780

**Recommendation Four** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Citrus County from the Early Learning Coalition of the Nature Coast to the Early Learning Coalition of Pasco and Hernando Counties. Administrative cost percentages shown are for the Early Learning Coalition of the Nature Coast as a whole.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Pasco-Hernando	3,710	746	4,456	2.79%	404,501	11,702,022	5,632	4.00%	482,829	12,056,780
Citrus	807	39	846	4.27%	142,916	2,502,991	863	3.88%	69,323	1,810,618
Total	4,517	785	5,302		\$547,417	\$14,205,013	6,495		\$552,152	\$13,867,399

**Recommendation Five** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Sumter County from the Early Learning Coalition of the Nature Coast to the Early Learning Coalition of Lake County. Administrative cost percentages shown are for the Early Learning Coalition of the Nature Coast as a whole.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Lake	1,949	353	2,302	4.61%	332,004	5,741,681	2,427	3.92%	206,071	5,262,498
Sumter	530	31	561	4.27%	104,269	1,951,127	510	3.88%	38,730	1,128,557
Total	2,479	384	2,863		\$436,273	\$7,692,808	2,937		\$244,801	\$6,391,054

**Recommendation Six** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Osceola County from the Early Learning Coalition of Osceola County to the Early Learning Coalition of Orange County.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Orange	8,787	1,756	10,543	4.20%	1,624,620	31,348,632	13,014	4.00%	1,139,497	28,488,600
Osceola	1,719	524	2,243	4.31%	294,462	5,467,926	3,522	3.92%	293,338	7,480,446
Total	10,506	2,280	12,786		\$1,919,082	\$36,816,558	16,536		\$1,432,835	\$35,969,046

**Recommendation Seven** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Santa Rosa County from the Early Learning Coalition of Santa Rosa County to the Early Learning Coalition of Okaloosa and Walton Counties.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Okaloosa-Walton	1,615	174	1,789	4.18%	323,256	6,311,088	2,483	3.84%	204,442	5,318,136
Santa Rosa	797	164	9,61	4.72%	183,506	3,073,811	1,231	2.52%	64,363	2,549,116
Total	2,412	338	2,750		\$506,762	\$9,384,898	6,091		\$268,805	\$7,867,252

**Recommendation Eight** – Transfer funding and responsibility for implementing comprehensive school readiness and VPK services for Nassau, Baker, Bradford, Clay, Putnam and St. Johns counties from the Early Learning Coalition of North Florida to the Early Learning Coalition of Duval County.

	School Readiness						VPK			
	Children Served	Waitlist	Total	Admin %	Admin Expenditures	Direct Service Expenditures	Children Served	Admin %	Admin Expenditures	Direct Service Expenditures
Duval	7,398	3,997	11,395	2.92%	886,308	24,003,395	10,007	4.00%	901,527	22,538,183
North Florida	3,663	724	4,387	4.29%	656,580	12,148,530	5,808	3.48%	445,502	12,799,274
Total	11,061	4,721	15,782		\$1,542,887	\$36,151,925	15,815		\$1,347,029	\$35,337,457



<b>CDBG Funding</b>						
<b>Fiscal Year</b>	<b>Cocoa</b>	<b>County</b>	<b>Melbourne</b>	<b>Palm Bay</b>	<b>Titusville</b>	<b>Total FY</b>
<b>1516</b>	5,875.00	16,700.00	12,978.00	12,000.00	9,600.00	57,153.00
<b>1617</b>	6,338.00	24,750.00	12,729.00	-	9,000.00	52,817.00
<b>1718</b>	6,339.00	22,500.00	10,482.00	-	5,548.00	44,869.00
<b>Total Entity</b>	<u>18,552.00</u>	<u>63,950.00</u>	<u>36,189.00</u>	<u>12,000.00</u>	<u>24,148.00</u>	<u>154,839.00</u>

<b>Request</b>	\$12,000	\$20-\$30,000	\$15,000	\$12,000	\$12,000
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