



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Monday, March 9, 2020 at 3:30 p.m.
LOCATION: Early Learning Coalition of Brevard, 2671 W. Eau Gallie Blvd. Suite 102 Melbourne, FL 3235
MEMBERS PRESENT: Alan Bergman, Beth Mills, Khaled Jarrah, Caitlin Rice
ABSENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Greg Thomas
GUEST/PUBLIC: Patrick Culhane
START TIME: March 9, 2020 at 3:25 p.m.


AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Review of Meeting Minutes	February 10, 2020 minutes were reviewed	No Action
Finance Report	Greg Thomas reports the salaries and benefit line items surplus is still high due to staff positions being open. Both Quality and CCRR also have a surplus which Greg feels will even out and there will be room for purchase of any supplies needed.	No Action
Executive Director Report	Laura Gambino reports: <ul style="list-style-type: none"> • <u>State and Office of Early Learning (OEL) Updates</u> • OEL Monthly Executive Director update calls • OEL Executive Director and AELC Webinar February 2020 • <u>Coalition Update</u> • 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. We will also be conducting an RFP for the IT Managed Services contract as well. • Melbourne office Grand Opening/Ribbon Cutting tentative for Tuesday, March 30th. Working to coordinate as a community-wide event with the Melbourne Regional Chamber and other business organizations. • Developing strategy for Organizational Action Plan/Strategic Plan with Board and Staff engagement. • OEL Special Review is still outstanding. Program Integrity Unit is working hard to get it to the Board by mid-March. 	Ongoing

	<ul style="list-style-type: none"> • ELC Brevard Spring Provider meeting will be this Wednesday, March 11th at Department of Health building. And the Annual Provider Conference is developing great sponsors and vendors for the event on April 18th. • Staff team building session on 2/28 called True Colors. Very positive feedback and working to add more trainings for entire staff. In addition, new Director will be developing web-based trainings for all staff. Procuring proposals for Board Governance training and consulting per OEL and GrayRobinson post report recommendations. • 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 expecting to be delayed to May for initial report. • Realigning and staff updates from February 1st, 2020: • IT Specialist hired and started Feb 10th. She is part-time and works in both Melbourne and Rockledge offices. (Position vacant since March 2019). • Promotion of two Administrator positions in Provider Services (vacant since December 2018) – Margaret Leddin and Casey Cicak. Direct report to Director of Quality and Compliance. Effective 2.22.2020. • Promotion of two Administrator positions in Executive Director – Eneida Colon and Jodi Ammons. CCRR and Quality and Performance Improvement Administration. Direct report to Executive Director. Effective 2.13.2020. • Finance Specialist position and candidate approved March 5th. Direct report to Director of Finance. • Director of Operations and Administration/HR hired and start March 9th. Responsible for human resources, operations and IT. Direct report to Executive Director. • Acting Director of Program Initiatives is Dennise Milan. Direct report to Executive Director. Effective March 9th. 	
<p>New Business</p>	<ul style="list-style-type: none"> • There was discussion about moving the Exec/Finance committee meetings to the 3rd Tuesday of the month and one hour before the Board meeting. The Board meetings will start at 4:00 p.m. and the Exec/Finance will meet from 3:00 to 4:00 p.m. • Alan would like Greg to look into increasing the liability for the Exec/Finance committee. 	<p>Khaled Jarrah makes a motion to move Exec/Finance meetings to the 3rd Tuesday of the month with the meeting to start one hour prior to Board meeting. Caitlin Rice 2nd the motion. The motion passed unanimously.</p>


Adjournment	The meeting was adjourned at 4:00 p.m.	Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.
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March 9, 2020 ELC/Finance Committee Meeting Minutes Approved at May 19, 2020 Board of Directors Meeting:

Respectfully Submitted,



Signature
5/20/2020
Date
Executive Coordinator

Approved


Signature
5/20/2020
Date
Executive Director