



Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting
 Date/Time: February 15, 2022 at 4:00 p.m.
 Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935
 Members Present: Alan Bergman, Caitlin Rice, Terri Barlow
 Absent: Khaled Jarrah
 Staff present: Laura Gambino, Jeannie Williams, Amaris Rosario
 Start Time: 4:00 p.m.

Agenda Item	Summary/Discussion	Action/Follow-up
Welcome and Call to Order	Alan Bergman called the meeting to order at 3:05 a.m.	No Action
Chairman Update	<p>Statement from Board Chair Board Meeting February 15, 2022</p> <p>As part of our program and fiscal monitoring reports, Laura and staff have developed a Policy and Governance plan to review, update and verify all policies and procedures for the Coalition. As part of this large undertaking, we have a Policy Development and Approval Process for review today. In addition, we have several policies that need approval that are directly impacted with records retention and documentation relevant to the potential office moving. Please see the attached. I would like a motion for approval of the initial Policy Development and Approval Process.</p> <p>I have also had a meeting with Laura regarding the Financial Audit that is ongoing and we expect a full report and Financial statements by April from the auditing firm of Verdaja, De Armas and Trujillo.</p>	No Action
Approval of Meeting Minutes	January 10, 2022	Caitlin Rice motioned to accept the January 10, 2022 minutes Terri Barlow seconded the motion. The motion passed Unanimously.

Executive Director

State Board of Education and Division of Early Learning Updates

- DEL Executive Director update calls – bi-weekly
- Children’s Week in Tallahassee – January 31st – February 2nd
- Division of Early Learning Quarterly Meetings – February 3rd
- Space Coast League of Cities – February 14th in Rockledge

Coalition Update:

- DEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is in process. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance with estimated \$2.3 billion being distributed to providers over 2021-2023 time period. **UPDATE: Award issued November 10th amount of \$6,413,368. Approximately 90% applications and funding have been issued.**

American Rescue Plan Act (ARPA) has been authorized by US Congress. State of Florida has received funding to provide direct assistance to eligible child care providers to support their financial stability and offset unexpected costs associated with the COVID-19 epidemic. **UPDATE:** ARPA funding Notice of Award for ELC Brevard of \$16,339,297 as of February 9th.

- Developing the Workforce Need Assessment Plan for additional funding opportunity with DEL in amount of \$637,000. Funding will continue to support workforce and employment recruitment/retention efforts for child care and education professionals.
- Mayor’s Event scheduled for February is being POSTPONED due to scheduling conflicts with Mayor Blake and Sherrif Ivey. Hoping to confirm date for mid to late April after Spring Break.
- Legislative Activity – Senate President Simpson proposing Division of Early Learning 2022 Budget increase to support wage increase for early care and education professionals in amount of almost \$400 million in VPK support. Budget proposal will increase VPK funding per child from \$2764 to \$3294 over a period of three years.
- Programmatic/Accountability Monitoring Report FY 20.21: Excellent report from DEL with minimal corrective action items. Fiscal Monitoring 20.21 ongoing week of February 14th with initial draft due by March 1st.

	<ul style="list-style-type: none"> • Single Audit and Financial Report is in draft format as well with auditing firm of Verdaja, De Armas Trujillo. Audit report presenting to the Board at April meetings. • Transition to K Regional meetings with Division of Early Learning held February 8th and 9th with partnership Brevard Public Schools VPK and Transition to K team. Recent legislation changes (House Bill 7011) mandates ELC's must adopt a Best Practices Plan. • Policy and Governance Plan continues to be developed. Finalizing plan to develop internal reviews, legacy comparatives and present to Board for approvals. • Free Vision Screenings offered to all providers and families through partnership with Lions Club. 	
Policy/Procedure	<p>The following policy/Procedures were brought to the Exec/Finance board for review:</p> <p>206A.01 206E.10 206E. 12 206E.14 – Approved at Exec/Finance 2.15.22 206D.13 206D.14 206D.15 206D.17 206D.18</p> <p>Caitlin has requested more time to review the documents, 206E.14 – Destruction of Records- was approved due to time constraints</p>	<p>Terri Barlow made a motion to approve 206E.14 Destruction of Records Policy/Procedure. Caitlin Rice seconded the motion. The motion passed Unanimously.</p>
Finance Report	<p>Finance Director, Amaris Rosario gave the Finance Update and presented an amended budget due to new NOA's</p>	
Adjournment	<p>Meeting was Adjourned at 5:02 p.m.</p>	<p>Terri Barlow motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.</p>