



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Tuesday, July 21, 2020 at 3:00 p.m.
LOCATION: 2671 W Eau Gallie Blvd Melbourne, FL 32935
MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Caitlin Rice (Zoom), Teri Barlow
ABSENT:
STAFF PRESENT: Laura Gambino, Jeannie Williams, Greg Thomas
GUEST/PUBLIC: Octavia A Verdeja', Manny Alvarez (auditors)
START TIME: 3:05 p.m.

| AGENDA ITEM | SUMMARY/DISCUSSION | ACTION/FOLLOW-UP |
|----------------------------------|---|--|
| Review of Meeting Minutes | June 23, 2020 minutes were reviewed | No Action |
| Chairman Message | Call to Order | No Action |
| Auditor Report | <p><u>Observation and Recommendation</u></p> <p><u>Observation</u> As stated in detail in the Schedule of Findings and Questions Costs, the Organization is required to use software provided by the Office of Early Learning ("OEL"). This software was released before all the functions were fully functional. Accordingly, this caused significant challenges for the Organization, as it relies on the system's controls and processes to determine payment amounts to the providers. As a result and as required by OEL, most providers were overpaid.</p> <p><u>Recommendation</u> We recommend the Organization continue reconciling all providers' accounts and collect overpayments from the providers, as necessary. Management should continue to coordinate a plan with OEL to mitigate the occurrence of a similar issue in the future.</p> | No Action |
| Finance Report | Greg Thomas reports : <ul style="list-style-type: none"> • FY 20-21 Budget | Terri Barlow makes motion to move to approve to full board the FY 20-21 budget. Caitlin Rice seconds. Unanimous |
| Executive Director | Laura Gambino reports: <ul style="list-style-type: none"> • Currently quite a few incentives for providers • Mini Grants • Cares grants Phase I and II | |

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|--------------------|---|--|
| | <ul style="list-style-type: none"> • CareerSource business assistance will help fill positions at ELC • Business Leadership Institute • Board seat vacancy • Communication chain strategy | |
| Adjournment | Meeting was Adjourned at 4:10 | Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously. |

June 23, 2020 ELC/Finance Committee Meeting Minutes Approved at August, 2020 Board of Directors Meeting: