



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.

MINUTES: Executive/Finance Committee Meeting
DATE/TIME: Tuesday, March 23, 2021 at 3:00 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
GUEST/PUBLIC:
START TIME: 3:02 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Welcome and Call to Order	Alan Bergman called the meeting to order at 3:05 p.m.	No Action
Approval of Meeting Minutes	February 16, 2021, minutes were approved	Terri Barlow makes a motion to approve the February 16, 2021 minutes. Caitlin Rice seconded. Unanimous
Executive Director	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> • OEL Provider Rate increase approved and process with all ELC Brevard providers in February. Contract amendments for all providers in process to reflect the rate increase as well update 20.21 and new contract year approaching 2021.2022. • OEL reporting additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief but legislative approval is not final; American Rescue Plan (AR) funding being monitored for statewide award amounts for childcare relief. • Legislative Activity – committees meeting and Rep. Randy Fine (Brevard County) is Chair for Appropriations for Early Education. Association of Early Learning Coalitions is actively monitoring all bills related to Early Learning and will be providing a legislative update to the full Board at the April 20th meeting. • Finance Updates • Desk Review for expenditures Jan-June received complete and with no findings. Desk Review July-Dec is complete and submitted for review. • OEL Fiscal Monitoring report – Draft report received, responses are being developed and due back to OEL by Friday, March 26th. • Single Audit is in process with auditing firm. Federal filing due date of March 31st has been extended; requested auditor and OEL to confirm this acceptable. • Interim Finance Director has accepted position within higher education and leaving us March 26th. We are reevaluating the finance administrator role as well as cross-purposing other positions to assist with finance 	No Action

tasks. We have an experienced ELC finance director retained as an independent consultant starting April 1st and have secured a fulltime Data Analyst through our CareerSource partnership.

- We are in process of termination of a provider with two locations in Merritt Island and Melbourne. **UPDATE:** The termination notice will be sent by March 26th and it will only be the Merritt Island location.
- 2018-2019 SR Reconciliation and Repayment processed has started. All providers were notified by mail. We are working with OEL to meet guidelines of repayment plan submissions and negotiating additional timeline for those providers requesting. At this time we have approximately #43 providers who have been overpaid for the 2018-2019 fiscal year. The provider services and key leadership team are handling all letters and calls to insure timely and considerate responses for those wishing to dispute the overpayment.
- United Way grant has been submitted. We will be participating in the virtual tour and presentation to the committee on Friday, April 23rd. We increased the grant request by \$50,000 to include additional technology and virtual learning opportunities with Footsteps2Brilliance program.
- 2021.2022 Annual Agency Budget and Operations Budget analysis and preparation begins with Finance and Operations staff by month end.
- The donation from EXP Realty was finalized and received.
- ELC Brevard will be represented at the Children’s Movement and Children’s Advocacy week in Tallahassee from April 5th – April 8th. I will be attending the opening reception and meeting with legislative and statewide representatives on Monday-Tuesday that week.
- Additional priority items:
VPK and SR Proposed Rules for Statewide Contracts – impact mostly to Program Assessment Threshold Requirements
- Child Care Deserts – mapgap project with UF to utilize mapping and zip code for capacity and fulfilling local child care desert accessibility
- Finance Director and Wipfli Trainings for all new FD statewide – Jan 25th for OEL training and Wipfli is Feb-May
- OEL Program Monitoring reviewing “virtual” monitoring as option

New Business/Comments	Executive Director informed the committee that ELC's attorney has sent an email to Tina Snyder requesting she cease and desist and informed her that continued communication will be considered harassment and charges could be filed.	
Adjournment	Meeting was Adjourned at 3:45	Caitlin Rice motioned for the adjournment of the Executive/Finance Committee meeting. Terri Barlow seconded the motion. The motion passed Unanimously.

March 23, 2021 Exec/Finance Committee Meeting Minutes Approved at April 20, 2021 Exec/Finance Meeting