



Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting
 Date/Time: Tuesday, May 18, 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, Mike Hallenstein
 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
Chairman Update	<ul style="list-style-type: none"> • Insurance Coverage increase • Employment Agreement with Executive Director • Bylaws update – noted changes 	Terri Barlow motions to accept the changes to the Bylaws. Caitlin Rice seconds. Motion passed unanimously.
Approval of Meeting Minutes	April 20, 2021 minutes were approved	Terri Barlow makes a motion to approve the February 16, 2021 minutes. Caitlin Rice seconded. Motion passed unanimously.
Executive Director	<ul style="list-style-type: none"> • OEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is approved and Phase V grants to providers is in process; American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief. The additional funding is prescriptive to childcare stabilization and support. • Legislative Activity – highlights of House Bill (HB) 419 is attached from the most recent OEL weekly call. It is a high level, outline-format of changes that identify implementation strategies for governance, provider support, VPK and kindergarten readiness and Gold Seal. • OEL Fiscal Monitoring report – staff developing the monitoring report and corrective action plan items. • Single Audit is in process with auditing firm. Draft of Tax Return (990) signed. • Experienced Finance Director, Mike Hallenstein, will start June 1st. He brings over 7 years of direct ELC experience as well as fifteen years in finance, accounting and auditing. In addition, we will be hiring a finance specialist with children’s services experience. • Fiscal year 20.21 year end approaching; budget projections for 21.22 start. • Provider termination as previously reported (Merritt Island) is proceeding and moving through legal and due process. 	

- 2018-2019 SR Reconciliation and Repayment. All notifications have been sent to providers of their status for repayment. Any providers with balance due to them have been paid and providers with zero (hold harmless) balance have been notified and updated in our system. Delays may incur grant non-compliance status; working to update within the OEL system. Repayment plans and tracking submitted to OEL.
- United Way grant has been submitted and initial feedback from presentation was excellent. United Way Funding committee and Board meeting are at the end of May with hopeful notification of grant award by early June. Video segment on the agenda!
- Governance and policy review beginning for Board of Directors starting May 2021. As per our OEL grant agreement and in accordance with governance, we will present updated and revised policies over the next few months. Our monitoring and independent reviews have issued findings regarding outdated policies specifically in the finance and human resources areas of operations. Policy updates are presented on today's agenda for Board review and approval.
- Initial research conducted regarding the ELC Rockledge office lease. Comprehensive cost benefit and operational analysis will be presented to the Board in June.
- Developing internal team/leadership/culture training and employee relations assistance with Krizner Group from Tallahassee. Key lead with Krizner is helping with human resources policy development, leadership coaching, fostering culture and workplace initiatives.
- ELC Provider meeting on May 6th and recognition of all providers on May 7th. Our Director of Provider Services and team did an excellent job with three separate sessions in-person and virtual to update, inform and share great news with providers. We held a drawing and gave away pizza party to two providers per session and all the party deliveries were received on Provider Appreciation Day!
- Director and Officers Liability Insurance quotes have been received. Board Chair requested and presented here for Board review and approval. Policy renewal is July 1.
- Professional Development – completed Wipfli (finance and uniform guidance on all federal code regulation) training and completed USF Diversity Equity and Inclusion Certificate. Continuing Harvard Graduate Studies Certificate in Early Education (CEEL).
- Recognizing radio station Beach 98 and Two Men and Truck for our 10th year partnership for our annual Toy Drive; working to build the EXP Realty fund development for this year event and drafting Rise UP

	<p>event with community leaders/national speakers for Fall 2021.</p> <ul style="list-style-type: none"> • Statewide workgroup on Time Reporting for all ELC's • Child Care Deserts – mapgap project with UF to utilize mapping and zip code for capacity and fulfilling local child care desert accessibility • Completed Transition to Kindergarten Regional Summit • Summer VPK programming ongoing 	
Finance Report	<ul style="list-style-type: none"> • Review financial dashboard 	
New Business/Comments	<ul style="list-style-type: none"> • COOP review • June 15 Board meeting moved to June 22 due to Florida Chamber Learners to Earners 	
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.

May 18, 2021 Exec/Finance Committee Meeting Minutes Approved at June 10, 2021 Exec/Finance Meeting