



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, January 21, 2020 at 3:00 pm

LOCATION: Early Learning Coalition of Brevard, Conference Room, 1018 Florida Ave Rockledge, FL 32955

MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Natalie Jackson, Robin Buckmaster, Caitlin Rice (Telephonically), Gena Tiedeman, Terri Barlow, Jeff Harrison, Althea Puzio, Beth Mills, Mark Broms, Heather Quidort, Ian Golden, Victoria Candelora, Henry Perez

EXCUSED ABSENT

Don Lusk, Linda Halpin

STAFF PRESENT: Laura Gambino, Gina Sousa, Tina Snyder, Greg Thomas, Harriet Paredes, Kevin Carraro, Dennise Milan, Sharlene Humphrey, Jodi Ammons, Anney Novey, Eneida Colon, Jeannie Williams, Ridhi Uppal, Sue Peters, Sue Falcioni, Paula Collins, Beth Arthur, Sandra Diaz

GUEST/PUBLIC: Concerned Citizen, Reginal Williams (telephonically), Andrea Ward (telephonically), Laura McKinley (telephonically), Louis Wilson (telephonically)

CALLED TO ORDER: Mark Broms called the meeting to order and quorum was established 3:02 p.m. Pledge of Allegiance took place.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Mission Moment	Eneida Colon updated the Board members on the success of the Toy Drive. ELCB was able to assist 38 families with a total of 109 children. Eneida reported that 98.5 The Beach is already starting on next year's sponsor and they hope to make it even bigger.	No Action
Quality Initiative	Douglas Solomon Co-Founder and managing Partner gave a brief introduction to Smartcare (See attached Brochure).	No Action
OEL Update	<p>Reginal Williams, Program Integrity Manager, OEL gave an update on OEL's investigation via conference call.</p> <p>OEL may be making additional document and information requests and will not be prepared to address any questions regarding these preliminary observations during the ELC's upcoming board meeting.</p> <p>Based on OEL's analysis of the Coalition records provided for review; staff comments obtained by interviews/surveys and the understanding of ELC policies/procedures we obtained for comparison with federal/state grant laws; rules and regulations; we are currently not aware of any issues of noncompliance that restrict the ELC's current ED from fulfilling her job description duties as directed by the governing board.</p>	No Action

	<p>Other specifics are:</p> <ol style="list-style-type: none"> 1. As a result of ongoing analysis of time and effort reporting; review of job descriptions; merit pay management; and the need for at least one additional interview, OEL will need additional time to complete its preliminary report. 2. Preliminary observations and findings have led OEL to the following preliminary recommendations: <ol style="list-style-type: none"> a. In addition to the executive/finance committee, the entire board needs to be more engaged about the operations of the ELC; b. The board should empower the executive director to fulfill her job description; c. Regarding the complaints filed by Dr. Mills, at this point, there is no documented evidence of fraud, waste, and abuse committed by Laura Gambino; d. Did not determine any conflict of interest with purchasing the consulting services. The accreditation consultant was used to evaluate the ELC using the COA model, but there was no intent to have the ELC undergo an accreditation. The CPA consultant was used to supplement financial management duties until the ELC hired a permanent finance director; e. The ELC's paid time off (PTO) and employee performance management policies and procedures should be reviewed; 3. Expect to have a more detailed report of OEL findings by early March 2020. 	
<p>GrayRobinson Update</p>	<p>Sarah Reiner from GrayRobinson gave her report. (See attached for full report).</p>	<p>Gena Tiedeman made a motion to begin separation agreement with Laura Gambino (Executive Director). Henry Perez seconded the motion. There were 3 Yays (to begin separation), 9 Nays (Laura Gambino remains Executive Director) and 3 abstentions. The motion did not pass and Laura Gambino remains Executive Director of ELCBC.</p>
<p>Action Items</p>	<ol style="list-style-type: none"> a. Day to day operations of ELCBC b. Review and update By Laws c. Review Governance rules, Robert's Rules and Sunshine Law d. Strategic Plan e. Action/Improvement Plan f. Annual staff survey g. Executive Finance Board minutes h. Table the remainder of the Agenda 	<p>Ian Golden made a motion to give Laura Gambino (Executive Director) her duties back and permit her to run the day to day operations of ELCBC. Khaled Jarrah Seconded. The motion passed unanimously.</p> <p>Ian Golden made a motion to go over ELCBC By Laws and update as needed. Henry Perez</p>

seconded. The motion passed unanimously.

Ian Golden made a motion to get costs for Governance Training, Robert's Rules and Sunshine Law. Henry Perez seconded. The motion passed unanimously.

Ian Golden made a motion for the Executive Director to bring ideas for changes or a Strategic Plan to the Board. Khaled Jarrah seconded. The motion passed unanimously.

Mark Broms made a motion for an Action/Improvement Plan consisting of a number of activities and Ad Hoc subcommittee who reports to the Board and Exec/Finance Board. Henry Perez seconded. The motion passed unanimously.

Ian Golden made a motion for an annual staff survey. Natalie Jackson seconded. The motion passed unanimously.

Ian Golden made a motion to have the Executive Finance Board meeting minutes approved at the Board of Directors meeting. Gena Tiedeman seconded. The motion passed unanimously.

Ian Golden made a motion to table the remainder of today's agenda due to time constraints. Henry Perez seconded the motion. The motion passed unanimously.

Consent Items	Minutes – December 3, 2019	Victoria Candelora made a motion to approve the December 3, 2019 minutes to be approved. Teri Barlow seconded the motion. The motion passed unanimously.
Executive Directors Report	Tabled	
Finance Report	Tabled	
Adjournment	The meeting was adjourned at 6:34PM	Khaled Jarrah motioned for the adjournment of the board meeting Henry Perez seconded the motion. The motion passed unanimously.
Next Meeting	Tuesday, February 18, 2020 at 3: 00 p.m.	

January 21, 2020 Board minutes were approved at the February 18, 2020 meeting:

Respectfully Submitted,

Approved

 2-20-2020

 2.20.2020

Signature

Date

Signature

Date

Executive Coordinator

Executive Director