



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
PO BOX 560692  
ROCKLEDGE, FL 32956-0692  
PHONE: (321) 637-1800  
FAX: (321) 637-7244

**Executive/Finance Committee Meeting**  
**Tuesday, September 19, 2023**  
**2671 W Eau Gallie Blvd, Melbourne, FL 32935**  
**3:00 PM**

**Agenda**

Welcome & Call to Order

Alan Bergman  
Chair, Board of Directors

Chair Report

Alan Bergman

Executive/Finance Minutes – April 18, 2023

**ACTION ITEM**

Nominating Meeting tentative early Oct

Annual Board of Director Meeting – DATE CHANGE Monday, October 23rd

CEO Report

Laura Gambino, CEO

DEL Annual Notice of Award Funding Decrease Update

American Recovery Plan Act (ARPA) Funding

ARPA Homelessness Grant Funding

Community Foundation of Brevard Grant

Operational Update

Finance Report

Amaris Rosario, CFO

Monthly Finance Report

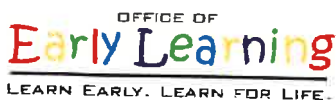
New Business

Next meeting:

Annual Board of Directors Meeting

MONDAY, October 23rd

PROUDLY SUPPORTED BY:





# Early Learning Coalition

Of Brevard County, Inc.

Minutes: Executive/Finance Committee Meeting  
 Date/Time: April 18, 2023 at 3:00 p.m.  
 Location: 2671 W Eau Gallie Blvd Melbourne, FL 32935  
 Members Present: Alan Bergman, Caitlin Rice, Terri Barlow (V), Michael Blake (V)  
 Absent:  
 Guests  
 Staff present: Laura Gambino, Jeannie Williams, Amaris Rosario  
 Start Time: 3:00 p.m.

Agenda Item	Summary/Discussion	Action/Follow-up
<b>Welcome and Call to Order</b>	Alan Bergman called the meeting to order at 3:05 a.m.	No Action
<b>Approval of Meeting Minutes</b>	March 21, 2023 minutes	Caitlin Rice motioned to approve the March 15, 2023 minutes. Michael Blake seconded the motion. The motion passed Unanimously.
<b>Chair Report</b>		
<b>Nominating Committee</b>	Chair reviews results of Nominating Committee and announces the results of the Private (for Profit) Provider. James Box of Just for Kids and Just for Kids East has been elected to fill the vacant seat.	No Action
<b>Sliding Fee Scale</b>	Chair announces the current Sliding Fee Scale will be submitted to DEL and an amendment will be uploaded when necessary. After presentation of new Parent copays on the sliding fee scale the decision was to table until further guidance was received. Chair recommends a hardship clause.	No Action
<b>CEO/Chief Executive Officer Report</b>	<p><b><u>State Board of Education and Division of Early Learning Updates</u></b></p> <ul style="list-style-type: none"> <li>• DEL Executive Director update calls – bi-weekly</li> <li>• Association of Early Learning Coalitions (AELC)</li> <li>• AELC Quarterly Meeting and Boot Camp</li> <li>• Weekly ARPA Spend Plan call AELC/DEL</li> </ul> <p><b><u>ELCB Coalition Update:</u></b></p> <ul style="list-style-type: none"> <li>• Legislative developments focused on additional funding for ELC statewide and predominantly on House and Senate debate around (1) continuation of prior award allocations or (2)</li> </ul>	

increase of funding for designated DOE/VPK/SR programming. AELC monitoring the movement of bills and education funding requests. Last day of session May 5<sup>th</sup>.

- Division of Early Learning customer service survey as mandated by Florida statute. The email will come from a University of Florida email address; watch for the email and check spam folder if needed. See update from CEO report March 2023: ***Division of Early Learning will begin conducting Customer Service Calls to providers, families, vendors and Board member as outlined in previous legislative action. Estimated to begin in May/June 2023.***
- Logo Launch and Marketing Plan is being developed with shared services agreement with the ELC Manatee. The new logo is attached for Board. A press release is finalized and all marketing efforts on this will begin April 21, 2023. Marketing plan will include all elements of traditional plan including print, promotional, media, social media, banners etc.
- Melbourne Training Room – Teleconferencing A/V set-up has been procured and installation is estimated to be the week of April 24.
- American Recovery Plan Act (ARPA) II - DEL Notice of Award (NOA) received September 30<sup>th</sup> in amount of \$17,985,966 for ARPA Phase II. Recommended itemized spend plan in review and waiting for further guidance from DEL; preliminary spend plan documents have priority of funding dedicated to stabilize Florida's providers; expand access to high quality providers for families and invest in quality childcare. DEL issuing additional ARPA spend plan for 2020-2024 fiscal year.
- Workforce Needs Initiative grant has been approved for additional funding opportunity with DEL. Funding will continue to support workforce and employment recruitment/retention efforts for child care and education professionals. Working with FACCM and Broward county for support with DCF training and credentialing costs and developing a FTE dedicated to Workforce Initiatives. **UPDATE:** Ongoing.
- Early Learning Outcomes – Closing the Gap Data Report. The Classroom Assessment Scoring System (CLASS) is a quality improvement system for teaching. CLASS not only defines teaching quality through the lens of interactions, but it also provides the ability to

measure and improve the interactions that matter most for student outcomes. It provides opportunity for continuous improvement that is data-driven and focused on what matters most for student outcomes.

- Sliding Fee Scale - Section 1002.85(2)(b)5, Florida Statute states that each coalition is required to adopt, as part of its school readiness plan, a "sliding fee scale and policies on applying the waiver or reduction of fees in accordance with s. 1002.84(9)." The sliding fee scale must be set at a level that provides economically disadvantaged families equal access to the care available to families whose income is high enough not to qualify for school readiness and it may not exceed 10 percent of the family income. **Recommendation:** Submit the 2023/2024 sliding fee scale as is (no change from fiscal year 2022/2023) to DEL by 4/1/23. Will complete a full review in the next 60 days, make any necessary changes and submit amendment to DEL. **ACTION ITEM.**
- May 12<sup>th</sup> – Provider Appreciation Day. We will be hosting an appreciation luncheon for all providers on Thursday, May 11<sup>th</sup> from 12noon to 2pm at Melbourne office. Working on special recognition, fun activities and possibly a county commission proclamation.
- STEM for Early Learning initiative with the University of Miami in the preliminary stages of review as a project for ELCB. ONGOING
- Bezos Academy with FIT WeVenture programming. The executive director of WeVenture has asked for community support and lead agency support. Initial calls have been held and follow up with Bezos Academy representatives and City of Cocoa scheduled for late March.
- Marco Polo Learning agreement is complete. Marco Polo subscription program for all providers will meet the worldclass workforce Continuous Quality Improvement and Family Engagement directives for CLASS and VPK Readiness improvement standards.
- Submitted additional grant application with Space Coast Health Foundation for \$20,000 and in process for upcoming United Way grant cycle request. Additionally, staff is exploring value and cost analysis for submitting local CDBG grant from local municipal and county partners.
- ELC Brevard Local Outreach

	<ul style="list-style-type: none"> <li>○ Space Coast League of Cities Monthly Meetings, Second Monday each month</li> <li>○ Children's Week Tallahassee – March 27<sup>th</sup> – 30<sup>th</sup></li> <li>○ Melbourne Chamber of Commerce – Nonprofit Panelist 4/4 &amp; Podcast 4/20/23</li> <li>○ Family Engagement/Outreach - #2 events on April 29<sup>th</sup></li> <li>○ Melbourne Spring Fling May 9<sup>th</sup> at Viera Shoppes 5-9 pm</li> <li>○ FSU 10 Components Train the Trainer held in Melbourne February</li> </ul>	
<b>Finance Report</b>	CFO, Amaris Rosario Monthly Budget Report	
<b>New Business</b>	None	
<b>Adjournment</b>	Meeting was Adjourned at 3:35 p.m.	Terri Barlow motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.

April 18, 2023 Exec/Finance Committee Meeting Minutes approved at the May 16, 2023 Exec/Finance Meeting



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**CEO/Chief Executive Officer's Report - Laura Gambino  
Executive/Finance & Board of Directors  
September 19, 2023**

**State Board of Education and Division of Early Learning Updates**

- DEL Executive Director update calls – bi-weekly
- Association of Early Learning Coalitions (AELC) Workgroups
- Weekly ARPA Spend Plan call AELC/DEL
- Department of Education Division of Early Learning - Rule Workshops

**ELCB Coalition Update:**

- American Recovery Plan Act (ARPA) 2023-2024 Grant Funding allocation is \$5,141,312 for additional support to stabilization of childcare and provider support. The application for ELCB approved and included seven “funding” buckets for items including curriculum, professional development, building supply and others.
- Additionally, Governor DeSantis has identified a \$10 million dollar initiative for homelessness and underemployed individuals. The application from DEL was completed in one week and approved on Friday, September 15<sup>th</sup>. The award to ELCB is \$631, 157 and we will be partnering with Head Start and Family Promise and Homeless Coalition to execute to the best of our ability.
- Community Foundation of Brevard county has awarded ELCB \$8,500 for a first time application based on Families First Brevard. This will support efforts and partnership with Family Promise of Brevard in identifying families and children in the 32922 zip code as high need and support.
- Marketing and promotional efforts still ongoing with the development and launch of the website expected to be launched by October 1. ELCB also developing a grant writing/strategic planning effort for the Annual Board meeting in October.
- 13<sup>th</sup> Annual Provider Conference being held Saturday, September 30<sup>th</sup> with Western theme and keynote speaker Coy Bowles. Ticket sales strong; \$11,000 in sponsor support secured.

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- Operational updates: experiencing staff shortage with our Childcare Resource and Referral team which has specific identified roles and responsibilities and grant requirements. We've notified Division of Early Learning of the noted changes to two key staffers (resignation and medical leave) and moving ahead with getting current team additional training and evaluator training secured.
- ELCB received a Public Records Request from an anonymous email contact. The request for data and information for all employees who have separated from ELCB from January 2020 through August 2023. We have notified DEL of the request because anonymous copied the Public Records Request at DEL email. We have notified anonymous that the request will incur a service charge of estimated \$2400 due to the request timeframe covers two separate financial and payroll timeframes as well as manual HR file verification. The cost breakdown was provided to anonymous on Friday, September 8<sup>th</sup>.
- Attended the Melbourne Regional Chamber Leadership Retreat September 15<sup>th</sup> – 16<sup>th</sup> and participated in growth and small business and transportation break out sessions. I was able to address the group of #140 about Early Learning and the impact to county as well as share the Florida Chamber's Untapped Potential report released last week. I met over #30-#40 prospective funders, sponsors and potential board members as well as contacts with Florida Tech, Brevard Public Schools CTE Lead and The Viera Company.
- CONGRATULATIONS to Amaris Rosario, our CFO, who is a finalist for the 40 Under 40 Award from LEAD Brevard. Amaris was surprised last week in our office by the LEAD Brevard team and we all got to celebrate this amazing award! Well-deserved.....
- Legislative meetings with freshman Rep Brackett in south county as well as Rep. Sirois. Setting meetings with Rep. Altman, Senator Mayfield and Senator Wright and Rep. Tramont.
  - Space Coast League of Cities Monthly Meetings, Second Monday each month
  - 411 on 321 podcast for Melbourne Chamber
  - Melbourne Chamber of Commerce Leadership Retreat
  - Family Engagement/Outreach
  - Community Foundation Brevard Economic Impact Analysis event – Sept 8th

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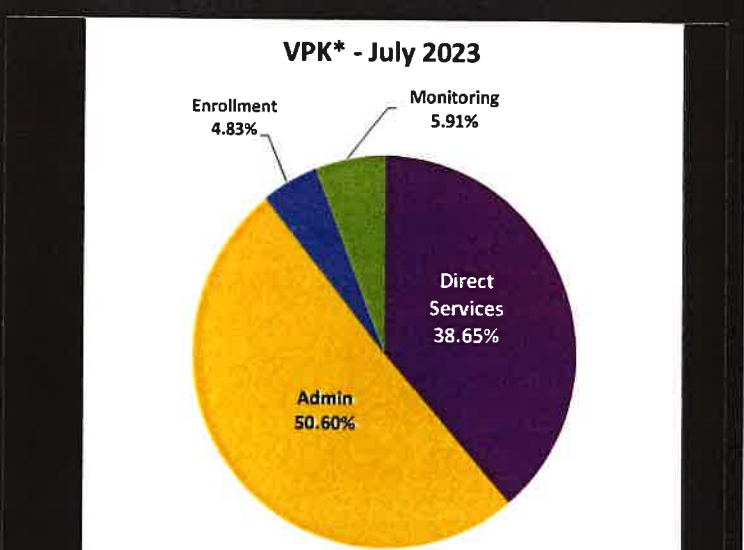
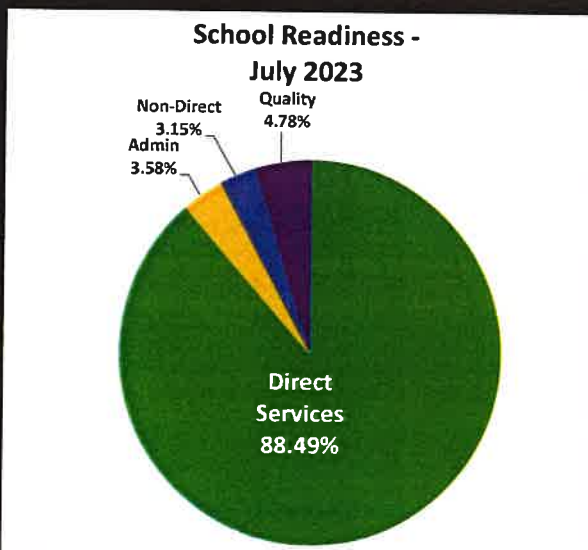


**Board Report  
June 2023  
and July 2023 - New Fiscal Year**

9/18/2023

School Readiness							
Category of Spending	Fiscal Year 22-23 Award as of June 30, 2023	Actuals	%	Fiscal Year 23-24 Award as of July 31, 2023	Actuals	Current %	Budget/Restrictions
<b>Award Amount</b>	\$ 21,826,594			\$ 15,678,842			
Direct Services Cost	\$ 21,826,594	\$ 20,419,825	85.54%	\$ 15,678,842	\$ 1,886,312	88.49%	Minimum 78%
<b>Non-Slot Dollars:</b>							
Admin Cost	\$ 1,186,464	\$ 1,117,800	4.68%	\$ 1,005,054	\$ 76,318	3.58%	Maximum 5%
Non-Direct Cost	1,263,312	1,212,436	5.08%	2,540,124	67,174	3.15%	
Quality Cost	1,205,946	1,122,227	4.70%	877,060	101,847	4.78%	Minimum 4%
<b>Total Non-Slot Dollars</b>	\$ 3,655,722	\$ 3,452,463	14.46%	\$ 4,422,238	\$ 245,339	11.51%	Maximum 22%
Quality Performance	\$ 1,131,586	\$ 1,039,875	91.90%	\$ 1,199,546	\$ 229,956	19.17%	
Gold Seal	\$ 2,415,988	\$ 2,284,126	94.54%	\$ 2,998,079	\$ 447,516	14.93%	
SR Children Served: 4,365				SR Children Served: 4,136			

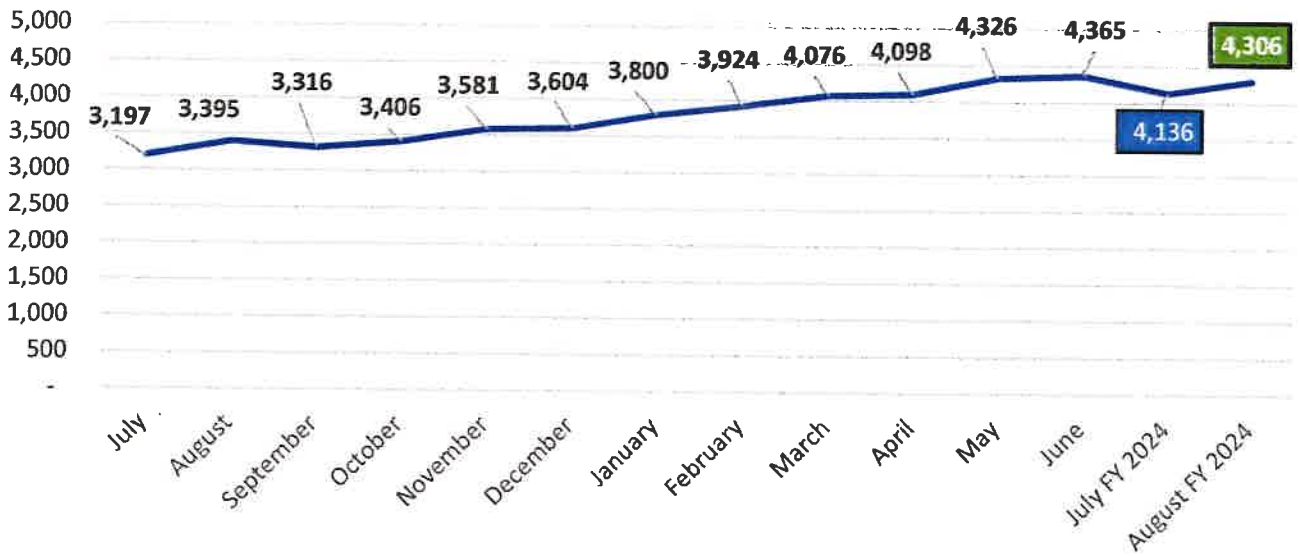
VPK *							
Category of Spending	Fiscal Year 22-23 Award as of June 30, 2023	Actuals	%	Fiscal Year 23-24 Award as of July 31, 2023	Actuals	Current %	Budget/Restrictions
<b>Award Amount</b>	\$ 12,784,681			\$ 12,388,764			
Direct Services Cost	\$ 12,784,681	\$ 11,987,895	96.41%	\$ 12,388,764	\$ 18,396	38.65%	Minimum 96%
<b>Non-Slot Dollars:</b>							
Admin Cost	\$ 344,817	\$ 347,950	2.80%	\$ 255,551	\$ 24,082	50.60%	Maximum 4%
Enrollment Cost	60,290	32,479	0.26%	100,000	2,299	4.83%	
Monitoring Cost	100,482	65,625	0.53%	140,000	2,814	5.91%	
<b>Total Non-Slot Dollars</b>	\$ 505,589	\$ 446,054	3.59%	\$ 495,551	\$ 29,195	61.35%	
VPK Additional Funds	\$ 2,441,551	\$ 1,939,500	79.44%	\$ 754,614	\$ 10,167	1.35%	
VPK Children Served: 213				VPK Children Served: 29			



\*FY24 - VPK School Year does not fully commence until August hence percentages demonstrating more in non-direct than direct.



### FY 23 & FY 24 - SR Unduplicated Children Count





# Western Roundup



2023 PROVIDER  
CONFERENCE

*Featuring:*

COY BOWLES

SAT 9.30.23  
8:30AM

*Sterling  
Stables*

6450 W King St. Cocoa, FL

\$20.00

*Lunch  
Included*



# Save the Date