

**Early Learning Coalition of Manatee County
Governance Committee Meeting Minutes
November 19, 2024, 11:00 am ZOOM**

The Early Learning Coalition of Manatee County, Inc. held a Governance Committee Meeting through ZOOM on November 19, 2024, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom

Christina Riggio
Michael Mackie
Misty Ritch

Committee Members Excused

James Disbro
Zack Kallis

ELC Executive Staff Present

Darrell King, CEO
Kerry Gaylord, COO

ELC Board Liaison

Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Governance Committee meeting on November 11, 2024.

Welcome and Roll Call

Ms. Christina Riggio, Governance Chair
Mr. Darrell King, CEO, conducted a roll call. The meeting was called to order at 11:02 am with a quorum present.

Citizen Comments

None

Policies Updates

Ms. Gaylord provided the following policy updates:

- **Mini-Grant Policy.**
 - The Mini-Grant Policy has been revised for clarity and effectiveness to ensure alignment with DEL standards.
- **Confidentiality of Records and Data Policy.**
 - Additional safeguards, recommended by DEL, have been implemented to enhance security.

- **Procurement Policy.**
 - Additional language has been incorporated into DEL requirements, including:
 - Defined separation of contract and fiscal management duties.
 - New purchasing thresholds.
 - Expanded methods of procurement, with clear distinctions between small, competitive, and non-competitive purchases.
 - Attachment "A" for Vendor and Contract Disclosure has been added.
- **Fiscal Policy.**
 - Clarification has been provided regarding the use of Purchase Orders.
- **Disbursement Policy.**
 - Additional references to state memos and statutes and more detailed information on prohibited costs have been included.

Board Updates

Mr. King, CEO, provided the following board updates:

- **Faith Based Provider Representative.**
 - Ms. Marjani Jones previously served as our Faith-Based Provider Representative. However, she has accepted a new position outside of Manatee County and can no longer fulfill the DEL requirements. Reverend Webster from Bible Baptist Church of Palmetto has applied to fill the position. The Coalition recommends the board's approval.
- **Second Terms.**
 - The following board members' terms have ended: Gary Scott, Zack Kallis, Michael Mackie, and Bryan Rench. All are willing and eligible to serve another term. The Coalition recommends the board's approval."
- **Board Engagement.**
 - Due to the recent hurricane, the Coalition will be rescheduling our board engagement event to mid-February.
- **Board meeting schedule for 2025.**
 - Updated and in line with previous years.

Items for Approval Consent Agenda

- 1) Mini Grant Policy.
- 2) Confidentiality of Records and Data Policy.
- 3) Procurement Policy.
- 4) Fiscal Policy.
- 5) Disbursement Policy.
- 6) Second Terms – G. Scott, Z. Kallis, M. Mackie, B. Rench
- 7) Board Meeting Schedule 2025

Upon motion, duly made by Ms. Riggio and seconded by Ms. Ritch, the Governance Committee unanimously approved the items for approval on the Consent Agenda.

Approval of Governance Committee Meeting Minutes of August 28, 2024

Upon motion, duly made by Ms. Ritch and seconded by Dr. Mackie, the Governance Committee unanimously approved the Governance Committee Meeting Minutes of August 28, 2024.

Old Business

None

New Business

Approval of Reverend Webster as the Faith-Based Representative.

Upon motion duly made by Ms. Ritch and seconded by Dr. Mackie, the Governance Committee unanimously approved Reverend Webster as the Faith-Based Representative.

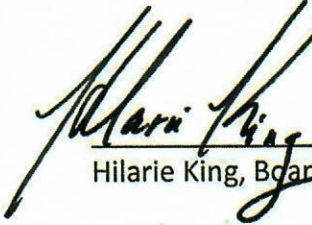
Public Comments

There were no public comments.

Adjournment

There was no further business before the Governance Committee. The meeting adjourned at 11:27 am.

Minutes prepared by:


Hilarie King, Board Liaison

Minutes approved by:


Christina Riggio, Chair