



Early Learning Coalition of Manatee County Governance Committee Meeting Minutes February 17, 2026, 11:00 am ZOOM

The Early Learning Coalition of Manatee County, Inc. held a Governance Committee Meeting through ZOOM on February 17, 2026, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom

James Disbro (Acting Chair)

Misty Ritch

Zack Kallis

Committee Members Excused

Christina Riggio (Chair)

Michael Mackie

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 February 17, 2026.

Welcome and Roll Call

Mr. James Disbro, Governance Acting Chair.

Mr. Darrell King, CEO, conducted a roll call. The meeting was called to order at 11:02 am.

Citizen Comments

None

Policies Updates

Ms. Gaylord provided the following policy updates.

- **Summary of the ELC Policy Updates for March 2026.**

ELC Policy Updates March 2026			
Policy	Reason for Update	Page Number	Change Summary
Anti-Fraud Plan 2026-2027	Annual Review	Pg.3	Updated due process provisions to include a notification letter and BPAF determination. Updated Attachment 10 to align with the new phone system and revised contact information.
Continuation of Operations Plan (COOP)	Annual Review	Attch. 10	
Volunteer Policy	New Policy		
Internal Controls Policy	3 - 5 Year Review Period	Pg.2 & 3	Provide clarification of roles, responsibilities, and segregation of duties.
Bylaws	Updates to align with Florida Statute.	Pg.10	Added Members serve staggered terms of up to four (4) years. Coalition Chairs are appointed for four (4) years. Appointed members may serve no more than two consecutive terms. Vacant appointed positions must be advertised. Per Florida Statute.
Employee Handbook	Annual Review	Pg.4	Added "Nothing in this policy is intended to restrict employees' rights under the National Labor Relations Act."
Emergency Succession Plan	3 - 5 Year Review Period	Pg.1 & 2	Clearly defined short term (6-12 weeks) and long term (more than 12 weeks).
Incentive/Bonus Policy	3 - 5 Year Review Period	Pg.1	Added language that "employee must be actively employed and in good standing", Fair Labor Standards Act, and "are not guaranteed".
Communication Policy	3 - 5 Year Review Period	Pg.1	Added text message to communication vehicles.
Public Transparency	3 - 5 Year Review Period	Pg.1	Added a purpose and scope.

Board Updates

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

- **2026 Terms.**
 - Board member Ms. Annette Larkin's term date will end on September 24, 2026. Mr. King will contact Ms. Larkin prior to the next Governance Meeting on August 25, 2026.
- **Board Engagement.**
 - Mr. King thanked the committee members for their support of the Golf Tournament. The Stand for Children Gala will be held at IMG Country Club, where the Paul Sharff Children's Champion Award will be presented to the Cox Family in recognition of the 100th anniversary of Cox Chevrolet in Manatee County. Their dedication to the community and philanthropy benefiting children is truly exceptional.
 - The Early Learning Coalition is currently reviewing potential dates this fall to provide board members with an update on current growth and plans for the upcoming year, ensuring everyone remains informed and engaged.

Items for Approval Consent Agenda

- Anti-Fraud Plan
- Continuation of Operations (COOP)
- Volunteer Policy
- Internal Controls
- Bylaws
- Employee Handbook
- Emergency Succession
- Incentive Bonus Payment
- Communication Policy
- Public Transparency

Upon motion, duly made by Mr. Kallis 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 26, 2025.

Upon motion, duly made by Mr. Kallis and seconded by Ms. Ritch, the Governance Committee unanimously approved the Governance Committee Meeting Minutes of August 26, 2025.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

There was no further business before the Governance Committee. The meeting adjourned at 11:13 am.

Minutes prepared by:

Hilarie King

Hilarie King, Board Liaison

Minutes approved by:

Mr. James Disbro

James Disbro, Acting Chair