

March 18, 2026, Early Learning Coalition of Manatee County, Inc.

Board of Directors Meeting

March 18, 2026

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting in person and/or via Zoom on March 18, 2026, at 11:00 a.m., at 600 8th Avenue West, Palmetto, Florida.

Board of Directors Present at ELC

Gary Scott
James Disbro
Jennifer Passmore
Michael Mackie
Misty Ritch
Nicole Krammer
Peggy Sammons

Board of Directors Present via Zoom

Annette Larkin
Bryan Rench
Christina Riggio
Denise Marzullo
Elida Mujic
Sheila Halpin
Sirrnest Webster

Board of Directors Excused

Adam Mohammadbhoy
Ana Peele
Chantal Porte
Kathy Patreka
Leslie Wells
Rachel Kendzior
Rob Bell
Tim Pye
Xtavia Bailey
Zack Kallis

ELC Staff Present

Darrell King, CEO
Kerry Gaylord, COO
Gabriela Macías, CFO
Hilarie King, BOD liaison

These minutes summarize the Early Learning Coalition of Manatee County Board of Directors meeting on March 18, 2026.

Welcome and Roll Call

Adam Mohammadbhoy, Chair. (Excused)

Jennifer Passmore, Vice Chair (Acting Chair)

Darrell King, CEO, conducted a roll call; a quorum was present.

The meeting was called to order at 11:01.

Citizen Comments

There were no citizen comments.

Financial Committee, Report

Robert Bell, Chair (Excused)

Gabriela Macías, CFO

Ms. Macias's updates were as follows.

- **Audit Report and Financial Statements FY ending June 30, 2025.**
 - Mr. Duffy, Audit Manager at Moss, Krusick & Associates, was not present; however, the audited financial statements were presented to the board. The audit resulted in no findings for the Early Learning Coalition of Manatee County, representing the highest level of assurance. Revenue and expense levels were also determined to be within normal ranges compared to other Early Learning Coalitions.
- **Budget to Actual Report July 1, 2025 – December 31, 2025.**
 - The Budget-to-Actual Report is on track, with a \$217,230 increase due to the recently awarded Hurricane Ian Disaster Relief Grant.
- **Statement of Activities July 1, 2025 – December 31, 2025.**
 - Ms. Macias reviewed and presented the dashboard updates.
 - SR Direct Services:
 - Required 78% - ELCMC 80.9%
 - Administration:
 - VPK required: 5% - ELCMC 4.8%
 - SR required: 5% - ELMC 4.39%
- **Revised Budget.**
 - The Revised Budget reflects an increase of \$217,230, attributable to a Hurricane Relief Grant.
- **Authorization of the Executive & Finance Committee approval of certain transactions.**
 - Ms. Macias requested approval for the Executive and Finance Committee to review and approve expenditures, payments, and purchases between scheduled meetings when necessary. This authority would permit approvals via electronic or other lawful means, with all actions reported at the next board meeting and recorded in the official minutes. This process is intended to ensure timely responses to needs arising between meetings.

Governance Report**Kerry Gaylord, COO**

Ms. Gaylord provided the report:

- **ELC Policy Updates March 2026.**
 - Nine policies were updated to align with state requirements. A new Volunteer Policy was also adopted to ensure compliance.

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 SPAF determination.
Continuation of Operations Plan (COOP)	Annual Review	Attch. 10	Updated Attachment 10 to align with the new phone system and revised contact information.
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.

Chief Executive Officer Report, Mr. Darrell King

- **Board Updates.**
 - Ms. Annette Larkins' current term is set to expire on September 24, 2026. Mr. King requested that the Board of Directors consider recommending her for a second term.
 - Mr. King informed the Board of Directors of his plans to host an open house later this year to share updates and highlight recent programs with the full Board.

Chief Executive Officer Report, Mr. Darrell King

- **State Funding 26/27.**
 - The state budget was not amended at the conclusion of the legislative session on March 13, 2026. During Children's Week, Mr. King and Ms. Gaylord met with Senator Boyd to discuss concerns regarding potential reductions to School Readiness funding. He remains hopeful that the budget will be finalized during the mid-April session.

- **SR Fraud Prevention & Mitigation.**
 - The state will be implementing new protection policies following findings of fraud within Minnesota's Child Care Assistance Program, where providers received subsidies for services not rendered.
- **CSAB 26/27 grant application.**
 - CSAB programs are funded through the millage. The ELC grant has been submitted, requesting an additional \$104,500 to cover extra administration and occupancy costs. The grant request is reviewed in May.
- **The Manatee County Veterans Service**
 - Inquiry was made regarding the possibility of renting office space for a period of six to nine months.
- **Impact one hundred Grant.**
 - ELCMC has been awarded a \$108,000 grant from Impact 100. The funds will be disbursed over eighteen months to support the new ELC Story Timers Program.
- **Community Grants-Suncoast CU and Bradenton Rotary.**
 - Suncoast Credit Union awarded the ELC a \$10,000 grant to support the purchase of books. The Bradenton Rotary awarded the ELC \$7,500 to support the Spot On program.
- **Tandem Update.**
 - The Tandem app, designed to assist child care providers in hiring substitute teachers, has been in use since January. To date, 25 providers have registered, with 5 actively using the platform. Feedback from providers has been incredibly positive.
- **MCYC 2026.**
 - Over three hundred providers and twenty-five vendors attended the conference, marking the highest attendance to date. Feedback from participants was overwhelmingly positive.
- **Highlights Early Learning/VPK Calendars.**
 - Highlights will again collaborate with and support the ELC VPK calendars within the Coalition's current fiscal budget. Financial support will total \$25,000, with 90,000 calendars to be distributed throughout the state.
- **DeSoto Partnership/Children's Parade.**
 - In partnership, the Coalition will again provide a stipend to the first 10 parade contest participants to help offset the cost of materials.
- **Stand For Children Gala 5.30.2026.**
 - The 2026 Stand For Children Gala will be held at IMG Golf Club on May 30, 2026. The Coalition will honor the Cox Family in recognition of their 100th anniversary and their ongoing dedication to the children of Manatee County.
- **ELC staff survey.**
 - The annual survey received 44 responses from 47 employees. Overall satisfaction scored 4.7 out of five, with 93% of respondents indicating they enjoy working at the ELC and plan to remain with the organization.

Items for Approval Consent.

1. Anti-Fraud Plan
2. Continuation of Operations (COOP)
3. Volunteer Policy
4. Internal Controls
5. Bylaws
6. Employee Handbook
7. Emergency Succession
8. Incentive Bonus Payment
9. Communication Policy
10. Public Transparency

Upon motion, made by Ms. Riggio and seconded by Ms. Larkin, the Board of Directors Committee, unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

1. Audit Report and Financial FY ending June 30, 2025.

Upon motion, made by Ms. Sammons and seconded by Ms. Riggio, the Board of Directors unanimously approved the Audit Report and Financial Report for the FY ending June, 2025.

2. Budget to Actual Report July 1, 2025 – December 31, 2025.

Upon motion, made by Ms. Passmore and seconded by Mr. Kendzior, the Board of Directors unanimously approved the Budget to Actual Report July 1, 2025 – December 31, 2025.

3. Statement of Activities July 1, 2025 – December 31, 2025.

Upon motion, made by Ms. Ritch and seconded by Ms. Larkin, the Board of Directors unanimously approved the Statement of Activities July 1, 2025 – December 31, 2025.

4. Revised Budget.

Upon motion, made by Ms. Sammons and seconded by Ms. Ritch, the Board of Directors unanimously approved the Revised Budget.

5. Authorization of Executive & Finance Committee approval of certain transactions.

Upon motion, made by Mr. Mackie and seconded by Ms. Sammons, the Board of Directors unanimously approved the Authorization of Executive & Finance Committee approval of certain transactions.

Approval of the Board of Directors, Board of Directors Meeting Minutes of December 17, 2025.

Upon a motion made by Mr. Scott and seconded by Ms. Ritch, the Board of Directors unanimously approved the minutes of the December 17, 2025, meeting.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting was adjourned at 11:44.

Minutes prepared by:

Minutes approved by:

Hilarie King
Hilarie King, Board Liaison

Ms. Jennifer Passmore
Jennifer Passmore, Vice Chair (Acting Chair)