

Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
March 19, 2025

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on March 19, 2025, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida. This meeting was available through Zoom and in person. Attending options are specified.

Members ELC

Adam Mohammadbhoy
Ana Peele
Annette Larkin
Gary Scott
Jennifer Passmore
Kristina DeWitt
Misty Ritch
Peggy Sammons
Robert Bell
Sirrnest Webster
Xtavia Bailey

Members Zoom

Christina Riggio
Denise Marzullo
Elida Mujic
James Disbro
Kathy Patreka
Leslie Wells
Tim Pye
Rachel Kendzior

Members Excused

Bryan Rench
Chantal Porte
Zack Kallis
Michael Mackie
Sheila Halpin

ELC Staff Present

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

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee Board of Directors meeting on March 19, 2025.

Welcome and Roll Call

Adam Mohammadbhoy, Chair

Darrell King, CEO, conducted an attendance check to confirm a quorum. The meeting was called to order at 11:00.

Citizen Comments

There were no citizen comments.

Finance Committee

Robert Bell, Chair

Gabriela Macias, Chief Financial Officer

Audit Report FY ending June 30, 2024

- Mr. Bell stated that Moss, Krusick & Associates had confirmed the ELC fully complied with all applicable Government Audit Standards. The Executive and Finance Committee reviewed the audit report in detail with the firm, which reported no findings. Moss, Krusick & Associates recommended that the report be presented to the Board of Directors for approval.

Budget to Actual Report for July 1, 2024 – December 31, 2024

- Mr. Bell stated that the Budget to Actual Report for July 1, 2024, through December 31, 2024, found the budget to be on track.

Statements of Activities Report July 1, 2024 – December 31, 2024

- Ms. Macias noted that the activities report was consistent with current expenditures and projections. The only change was the request for additional funding for School Readiness.

Revised Budget FY 24/25 for Board Approval

- Ms. Macias requested that the Board approve the revised budget, which includes an additional \$700,000 for the School Readiness program.

Policies and Contracts

Kerry Gaylord, Chief Operations Officer

Policy Updates

Ms. Gaylord stated the following policy updates:

- The Continuation of Operations Plan (COOP) was updated to include implementing a cloud-based system utilizing Google Docs for document management and MIP accounting software for financial operations.
- The Cell Phone Policy was revised to ensure compliance with state-mandated regulations.
- The Tangible Property and Credit Card Policy was updated to reference a state chapter and federal code, as requested by the Division of Early Learning (DEL).
- The newly introduced Electronic Signatures and Imaging Policy, mandated by the Division of Early Learning (DEL), was implemented to ensure secure and compliant digital documentation practices.

Contract Amendments

Ms. Gaylord stated the following contract amendments:

- The amendment to the Gardner Media contract includes an increase of \$950,000, with \$600,000 allocated for the first year and \$175,000 designated for each of the following two years.
- The amendment to the HATCH contract increases funding from \$650,000 to \$850,000.

CEO Update

Darrell King, Chief Executive Officer

Mr. King's CEO updates were as follows:

- A request was made to the State for an additional \$700,000 in School Readiness (SR) funding, bringing the total budget for the new fiscal year to \$35 million. The new legislation under discussion for FY 25/26 highlights the benefits of securing funds upfront for SR, rather than requesting additional funds throughout the fiscal year through the Reob/Deob process.
- \$300,000 in grants and supplies have been distributed to Manatee County child care sites to support hurricane disaster relief efforts.
- A grant application was submitted to Manatee County Government, requesting an additional \$3 million in Federal HUD disaster relief funding to support child care providers in local low-income areas. Successful applications will be approved in late summer.
- Four grant applications were submitted to the Children's Services Advisory Board (CSAB), requesting approximately \$3.2 million to support the Child-Care Subsidy & Match, CATCH, HATCH, and Sleep Baby programs for FY 25/26.
- A \$225,000 grant application was submitted to United Way for a new program titled 'Story-Timers' as part of their new three-year funding cycle. If successful, this would replace the Reading PALS program, which has experienced a gradual decrease in funding from the Children's Movement over recent years. The program currently has over 85 volunteers and serves 125 VPK children.
- A new partnership was established with Meals on Wheels to provide books as part of their family food distribution programs, assisting families in need.
- A new partnership has been formed with Highlights, which will sponsor the statewide VPK calendar project managed by Manatee ELC with a \$25,000 donation.
- The ELC will again partner with the Hernando DeSoto Historical Society for the upcoming Children's Parade and Children's Party in the Park, scheduled for April 18.
- The Stand for Children Gala will be held at IMG Golf Club on May 31, 2025.
- An internal staff survey was conducted, with 45 out of 48 employees participating. On a five-point scale, the average score for recommending ELC as a great workplace was 4.7. Additionally, 96% of respondents indicated that they plan to remain with the organization.

Items for Approval Consent Agenda

1. Continuation of Operations.
2. Cell Phone Policy.
3. Tangible Property Policy.
4. Credit Card Policy.
5. Electronic Signatures & Imaging Policy.
6. Gardner Media Contract.
7. HATCH Early Learning Contract.

Upon a motion made by Mr. Scott and seconded by Ms. Ritch, the Board of Directors unanimously approved the items on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Audit Report and Financial Statements for the FY ending June 30, 2024.

Upon a motion duly made by Ms. Passmore and seconded by Ms. Ritch, the Board of Directors approved the Audit Report and Financial Statements for the FY ending June 30, 2024.

- Budget to Actual Report July 1, 2024 – December 31, 2024.

Upon a motion duly made by Mr. Scott and seconded by Ms. Passmore, the Board of Directors approved the Budget to Actual Report for July 1, 2024 – December 31, 2024.

- Statement of Activities July 1, 2024 – December 31, 2024.

Upon a motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Board of Directors unanimously approved the Statement of Activities for July 1, 2024 – December 31, 2024.

- Revised Budget FY24/25

Upon a motion duly made by Ms. Larkin and seconded by Ms. Passmore, the Board of Directors unanimously approved the revised budget for FY 24/25.

Approval of the Executive and Finance Committee Meeting Minutes of December 11, 2024.

Upon a motion made by Mr. Bell and seconded by Ms. Kendzior, the Board of Directors unanimously approved the minutes of the December 11, 2024, meeting.

Old Business

None

New Business

None

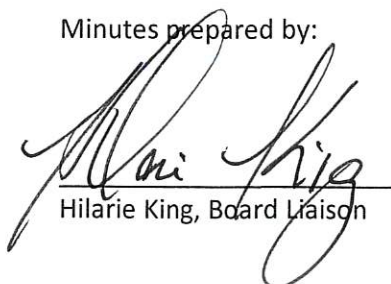
Public Comments

There were no public comments.

Adjournment

There was no further business before the Board of Directors. The meeting adjourned at 11:50.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Adam Mohammadbhoj, Esq., Chair