

**Early Learning Coalition of Manatee County, Inc.**  
**Executive Committee & Finance Committee Meeting**  
**March 5, 2025**

*The Early Learning Coalition of Manatee County, Inc. held an Executive and Finance Committee Meeting via Zoom on March 5, 2025, at 11:00 a.m. at 600 8<sup>th</sup> Avenue West, Palmetto, Florida.*

**Committee Members Present**

Adam Mohammadbhoy  
Christina Riggio  
Jennifer Passmore  
Rachel Kendzior  
Robert Bell  
Tim Pye

**Committee Members Excused**

Bryan Rench  
Gary Scott  
Leslie Wells

**Moss, Krusick & Associates Present**

Jon Duffy, Audit Manager  
Kelsie Burke, Audit Senior

**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 County Executive Committee & Finance Committee meeting on March 5, 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

### **Moss, Krusick & Associates**

Jon Duffy, Audit Manager

Kelsie Burke, Audit Senior

### **Moss, Krusick & Associates Audit Report FY ending June 30, 2024**

- Ms. Burke confirmed that Moss, Krusick & Associates adheres to all applicable Government Audit Standards. She then guided the Executive and Finance Committee members through each page of the report. Ms. Burke further confirmed that the report revealed no findings, and Moss, Krusick & Associates recommended that it be presented to the Board of Directors for approval.

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

- Mr. Bell reviewed the Budget to Actual Report for July 1, 2024 – December 31, 2024, and found the budget on track.

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

- Ms. Macias noted that the statement of the activities report was in line with current spends and projections. The only change was the additional funding awarded by the state for School Readiness.

### **Revised Budget FY 24/25 for Board Approval**

- Ms. Macias requested the board approve the revised budget showing an additional \$700,000 for the School Readiness program.

### **Policies and Contracts**

Kerry Gaylord, COO

### **Policy Updates**

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

### **Contract Amendments**

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

## **CEO Update**

Darrell King, CEO

- A request was made to the State for an additional SR allocation of \$700,000, bringing the total budget for the new fiscal year to \$35 million. New legislation being discussed for FY 25/26 emphasizes the advantage of securing the funds upfront for Voluntary Prekindergarten (VPK) and School Readiness (SR), rather than requesting additional funds throughout the fiscal year through the Reob/Deob process.
- Almost \$300,000 in grants, supplies and funding has been distributed to Manatee child care sites to assist with hurricane disaster relief needs.
- A grant application was submitted to Manatee County requesting an additional \$3 million in Federal HUD disaster relief funding to support child care providers in local low-income areas.
- Four grants have been submitted to the Children's Services Advisory Board (CSAB) requesting an almost \$3.2 million to support the Child-Care Subsidy & Match, CATCH, HATCH, and Sleep Baby programs in Fy 25/26.
- A \$225,000 grant application for a new program names 'Story-Timers' has been submitted to United Way who have opened up their new three-year funding cycle. If successful, this would replace the Reading PALS program, which has seen an expected gradual decrease in funding from the Children's Movement over the past couple of years. The program currently has over 85 volunteers and serves 125 VPK children.
- A new partnership has been established with Meals on Wheels to provide books as part of their food distribution programs that assists families.
- A new partnership has also been formed with *Highlights*, who will support the State-wide VPK calendar project that Manatee ELC manages with a \$25,000 sponsorship.
- 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 scoring scale of five, 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 Ms. Passmore and seconded by Ms. Riggio, the Executive and Finance Committee 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 Mr. Bell, the Executive and Finance Committee 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 Ms. Riggio and seconded by Ms. Passmore, the Executive and Finance Committee approved the Budget to Actual Report for July 1, 2024 – December 31, 2024.*

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

*Upon motion duly made by Mr. Bell and seconded by Ms. Passmore, the Executive and Finance Committee unanimously approved the Statement of Activities for July 1, 2024 – December 31, 2024.*

- Revised Budget FY24/25

*Upon motion duly made by Ms. Riggio and seconded by Ms. Passmore, the Executive and Finance Committee unanimously approved the Statement of Activities July 1, 2023 – September 30, 2024.*

**Approval of the Executive and Finance Committee Meeting Minutes of November 20, 2024.**

*Upon a motion made by Ms. Riggio and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the minutes of the November 20, 2024, meeting.*

**Old Business**

None

**New Business**

None

**Public Comments**

There were no public comments.


**Adjournment**

*There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:48.*

Minutes prepared by:

  
Hilarie King, Board Liaison

Minutes approved by:

  
Adam Mohammadbhoy, Esq., Chair