

Early Learning Coalition of Manatee County, Inc.
Executive Committee & Finance Committee Meeting
September 3, 2025

The Early Learning Coalition of Manatee County, Inc. held an Executive and Finance Committee Meeting via Zoom on September 3, 2025, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present

Christina Riggio
Gary Scott
Jennifer Passmore
Leslie Wells
Rachel Kendzior
Robert Bell
Tim Pye

Committee Members Excused

Adam Mohammadbhoy
Bryan Rench

ELC Staff Present

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

These minutes summarize the Early Learning Coalition of Manatee County Executive Committee & Finance Committee meeting on September 3, 2025.

Welcome and Roll Call

Adam Mohammadbhoy, Chair, was excused.
Darrell King, CEO, conducted a roll call; a quorum was present.
The meeting was called to order at 11:02.

Citizen Comments

There were no citizen comments.

Financial Committee, Report

Robert Bell, Chair

Gabriela Macias, CFO

Ms. Macias's updates were as follows:

- Budget to Actual Report July 1, 2024 – June 30, 2025.
 - The Budget to Actual Report is on schedule and shows the previous year's results.
- Statement of Activities July 1, 2024 – June 30, 2025.
 - The activities report indicates that the coalition remained within the proposed budget.
- Preliminary Budget for FY 2025/26.

- The preliminary FY 25/26 budget is finalized, pending approval by the full board after the Executive and Finance committee approves. Budget will be just over \$35m.
- Line of credit resolution.
 - The request to increase the credit line to \$1m with the bank serves as a financial safety net, ensuring that payments to providers can be made on time during emergencies. Ms. Macias mentioned that while the usual DEL invoice is the 25th of each month, ELCMC makes submissions by the 16th. This internal deadline allows the organization to process provider payments quickly, even in unexpected situations., but if there are any emergencies the existing line of \$300,000 isn't sufficient.

Governance Committee Report.

Christina Riggio, Chair

Kerry Gaylord, COO

Ms. Gaylord provided the following policy updates:

- School Readiness Contract Termination Policy.
 - The 2020 School Readiness Contract Termination Policy was reviewed and updated to align with the new DEL 2025 procedures and legal standards.
- AI Policy.
 - ELCMC is creating an AI policy to safeguard staff and the families it serves. Ms. Gaylord emphasized that privacy remains a top priority. This initial draft will establish the foundation for the coalition's future AI framework.

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

- College Designee Position.
 - Dr. Kristina DeWitt previously served as the required college designee per DEL statute. After her recent resignation from SCF, the college president nominated Ms. Nicole Krammer, Early Childhood Education Program Manager, to take her place.
- Second Term.
 - Board member Mr. Tim Pye's term ends on September 1, 2025. A strong supporter of early education, he's expressed interest in serving a second term. Mr. King is formally requesting approval for his reappointment.
- Board Engagement.
 - The Coalition intends to organize a tour in early 2026 to showcase program successes, identify future opportunities, and facilitate connections between board members, new members, and staff.

Strategic Planning Committee Report

Rachel Kendzior, Chair

Ms. Kendzior's updates were as follows:

- ELC - Manatee County Strategic Plan 2025-2028.
 - Ms. Kendzior shared that Ms. Spivey walked the team through ELC's new strategic plan, a clear, focused roadmap built on collaboration and data. She said the plan will help guide future investments and keep ELC's results-driven approach moving forward.

Chief Executive Officer Report, Mr. Darrell King

- **State Funding update.**
 - All 30 Early Learning Coalitions across the state have experienced a combined legislative budget reduction but the Manatee cut, which was initially \$2.3m, has been reduced to around \$300,000 due to a revert and reappropriate of last year's unused SR balance across the State.
- **Hurricane Relief Grant.**
 - The \$217,000 grant awarded to ELCMC will be used to purchase training and enhance the resilience of teachers and staff at Providers as they deal with the effects of natural disasters. Additionally, the grant will fund the purchase of age-appropriate learning kits designed to support students' mental health during crises like hurricanes.
- **VPK POP/New Designations.**
 - Of the 110 providers currently contracted with ELCMC, eight are POP (Providers on Probation). Mr. King is focusing on current and new programs in collaboration with coaches to support and guide these providers toward future success.
- **CSAB Programs.**
 - The CSAB FY 2025–2026 budget, covering the period from October 1, 2025, to September 30, 2026, is approximately \$3.3 million for the four funded programs. The Sleep Baby Safely program will receive an increase of \$67,000 in the new FY.
- **Spot ON/Reading PALS 25/26.**
 - ELCMC continues to be the only coalition in the state to offer Spot ON and Reading PALS through grant requests and other funding streams generating \$200,000. There will be 125 VPK students in the Reading PALS program this year.
- **Manatee Child Care Alliance update.**
 - Manatee Child Care Alliance members met with their counterparts in Sarasota and State Rep Fiona McFarland to discuss the issues in child care.
- **MTC Pre-Apprenticeship Program.**

ELCMC launched the program in 2021 with only 5 students, and since then, enrollment has steadily increased. This August, we began our fourth year with our largest class yet at 16 students and for the first time, we've opened enrollment to high school students through dual enrollment. Three of our current students are dual enrollment students. We've also welcomed our first Project EDGE student; Project Edge is a program designed to support students with intellectual disabilities. Program stats: Over the last four years we have had 74 total enrollments, 44 graduates, and 31 of our graduates were placed into the early childhood field. This equates to a graduation rate of 76% and a job placement rate of 70%.
- **Shared Services.**
 - ELCMC has generated nearly \$33,000 from shared services agreements with other coalitions in the state.
- **14th Annual Golf Tournament 11.21.2025.**
 - The 14th Annual Golf Tournament will be held at IMG Golf Club on November 21 with a 12:30 p.m. shotgun start. To date over \$35,000 has been raised in sponsorships.

Items for Approval Consent.

1. School Readiness contract termination policy.
2. AI policy.
3. Second Term - Tim Pye.
4. ELCMC 2025-2028 Strategic Plan.

Upon motion, made by Ms. Kendzior and seconded by Mr. Scott, the Executive and Finance Committee unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Budget to Actual Report July 1, 2024 – June 30, 2025.

Upon motion, made by Ms. Passmore and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the Budget to Actual Report July 1, 2024 – June 30, 2025.

- Statement of Activities July 1, 2024 – June 30, 2025.

Upon motion, made by Ms. Wells and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the Statement of Activities July 1, 2024 – June 30, 2025.

- Preliminary Budget FY 25/26.

Upon motion, made by Ms. Kendzior and seconded by Mr. Scott, the Executive and Finance Committee unanimously approved the Preliminary Budget FY 25/26.

- Line of credit resolution.

Upon motion, made by Ms. Kendzior and seconded by Ms. Passmore, the Executive and Finance Committee unanimously approved the Line of credit resolution.

- Approval of the Executive and Finance Committee Meeting Minutes of May 28, 2025.

Upon a motion made by Ms. Riggio and seconded by Ms. Kendzior, the Executive and Finance Committee unanimously approved the minutes of the May 28, 2025, meeting.

Old Business

None

New Business

Mr Bell asked staff to leave the meeting and the committee discussed the CEO's new 25/26 goals, his previous year's performance metrics and evaluation, and a salary study conducted to determine the CEO's updated remuneration.

Upon motion made by Mr. Pye, and seconded by Ms. Kendzior, the Executive & Finance Committee unanimously approved a recommendation to extend the CEO's contract by a year to September 17th 2028, amend language in relation to CEO performance incentive, and increase his base pay retroactive to July 7th, 2025.

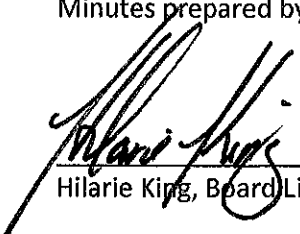
Public Comments

There were no public comments.

Adjournment

There was no further business before the Executive & Finance Committee. The meeting adjourned at 11:35 for new business discussion and at 11.51 after new business discussion.

Minutes prepared by:


Hilarie King, Board Liaison

Minutes approved by:


Robert Bell, Finance Committee Chair