



Early Learning Coalition of Manatee County
Governance Committee Meeting Minutes
August 28, 2024, 11:00 am ZOOM

The Early Learning Coalition of Manatee County, Inc. held a Governance Committee Meeting through ZOOM on August 28, 2024, at 10:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom

Ms. Christina Riggio
Mr. Zack Kallis
Dr. Michael Mackie
Ms. Misty Ritch
Mr. James Disbro

Committee Members Excused

None

ELC Executive Staff Present

Mr. Darrell King, CEO
Ms. Kerry Gaylord, COO

ELC Board Liaison

Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Governance Committee meeting on August 28, 2024.

Welcome and Roll Call

Ms. Christina Riggio, Governance Chair
Mr. Darrell King, CEO, conducted a roll call. The meeting was called to order at 11:01 am with a quorum present.

Citizen Comments

None

Policies Updates

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord's policy updates were as follows.

- Bylaws.
 - A revision to the bylaws was made to adjust the meeting schedule from six times per year to four, ensuring alignment with the quarterly board meetings
- Employee Background Screening Policy.
 - A letter of attestation has been incorporated into the employee background screening policy.
- Employee Handbook.
 - The employee handbook has been updated to include required policies on children in the workplace, social media, and fraud.

- Fiscal Policy.
 - New fiscal policies have been established, including authorization based on purchasing limits, a prohibition on employee personal loans, and exceptions for prepayments due to ARPA funding. These policies have been implemented to align with audit expectations.
- Governance Policy.
 - Governance Policy updates include a code of ethics for board members.

Board Updates

Mr. Darrell King, Chief Executive Officer

Ms. King's Board updates were as follows.

- Gubernatorial Position Application.
 - Gubernatorial changes to the board of directors are as follows: Mr. Adam Mohammadbhoj will continue in his role as Chair, Ms. Christina Riggio has been appointed, Mr. Rob Bell has been removed, and Denise Marzullo has been appointed as his replacement.
- Private Sector Appointee – Rob Bell.
 - Following the Governor's decision to remove Mr. Rob Bell from the board as an appointee, he is requested to be appointed as a private sector member and continue as Finance Chair.
- Board engagement.
 - On October 10, the Coalition will host an open house to showcase new and future initiatives to the Board.
 - In February, the Coalition plans to host a tour for newly elected officials.

Items for Approval Consent Agenda

- Bylaws.
- Employee Background Screening Policy.
- Employee Handbook.
- Fiscal Policy.
- Governance Policy.
- Private Sector Appointee – Rob Bell

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 June 4, 2024

Upon motion duly made by Mr. Disbro and seconded by Dr. Mackie, the Governance Committee unanimously approved the Governance Committee Meeting Minutes of June 4, 2024.

Old Business

None

New Business

None

Public Comments

There were no public comments.

Adjournment

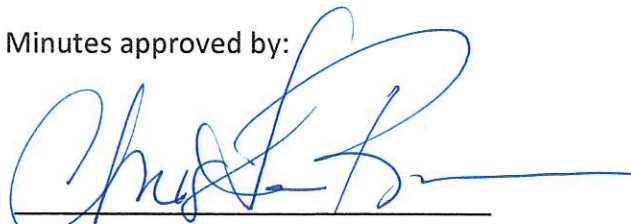
There was no further business before the Governance Committee. The meeting adjourned at 11:33 am.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Christina Riggio, Chair