

**Early Learning Coalition of Marion County: Executive Committee  
Meeting Minutes**

**Date/Time:** June 10, 2021 at 8:30 AM

**Location:** Early Learning Coalition of Marion County / Via Conference Call

**Present:** Robert Colen; Brenda Ford, Doug Day

**Present via Conference Call:** Cara Meeks

**Absent:** Kathy Robbins

**Guest:** Todd Panzer

**Staff Present:** Roseann Fricks, Chief Executive Officer; DeAnna Johnson, Chief Finance Officer; Elizabeth Deola, Chief Programs Officer; LaTrisha Sims, Chief Operations Officer; Beatriz Montalvo, Administrative Services / HR Director; Marcelle Easter, Business Information Director

<b>Agenda Item</b>	<b>Summary/Discussion</b>	<b>Action</b>
Call to Order	Executive Committee meeting was called to order. Beatriz Montalvo called roll and a quorum was present.	<b>ACTION ITEM:</b> Robert Colen called the meeting to order at 8:33 AM.
Consideration of the Consent Agenda	The minutes from the May 13, 2021 Executive Committee meeting, Financials for April 2021, Current Events through May 2021, and Community Foundation Statements for May 2021 were included in the packet with the consent agenda.	<b>ACTION ITEM:</b> Brenda Ford moved to approve, and Doug Day seconded the motion. Motion carried unanimously.
2021 – 2022 Budget	DeAnna Johnson discussed the 2021 – 2022 proposed line-item budget, as detailed on the Action Sheet.	<b>ACTION ITEM:</b> Cara Meeks moved to approve, and Doug Day seconded the motion. Motion carried unanimously.
OEL Grant Agreement for FY 2021 – 2022	Approve the Chief Executive Officer to obligate the Coalition with the Department of Education Office of Early Learning (OEL) for the fiscal year 2021 - 2022, as detailed on the Action Sheet.	<b>ACTION ITEM:</b> Cara Meeks moved to approve, and Brenda Ford seconded the motion. Motion carried unanimously.
Board Nominations for Private Sector	Roseann asked to approve the recommendations to serve on the ELCMC Board of Directors for: <ul style="list-style-type: none"> <li>• Evan Pitts, Private Sector Representative – Term 7/1/21 through 6/30/25</li> <li>• Elizabeth Chryst, Private Sector Representative – Term July 1, 2021 through June 30, 2025</li> <li>• Jeanne Henningsen, Private Sector Representative – Term July 1, 2021 through June 30, 2025</li> </ul>	<b>ACTION ITEM:</b> Doug Day moved to approve, and Cara Meeks seconded the motion. Motion carried unanimously.
Board Nominations for FCCH & Private Child Care Provider	Roseann asked to approve the Board of Directors Child Care Provider Representative Nominations for: <ul style="list-style-type: none"> <li>• Karissa Shannahan, Private Child Care Center Provider – Term July 1, 2021 through June 30, 2025</li> <li>• Cecil Wilson, Family Child Care Provider – Term July 1, 2021 through June 30, 2025</li> </ul>	<b>ACTION ITEM:</b> Brenda Ford moved to approve, and Cara Meeks seconded the motion. Motion carried unanimously.
Anti-Fraud Plan for FY 2021 – 2022	LaTrisha asked to approve the 2021 – 2022 Anti-Fraud Plan, effective July 1, 2021, as detailed on the Action Sheet.	<b>ACTION ITEM:</b> Doug Day moved to approve, and Brenda Ford seconded the motion. Motion carried unanimously.
Personnel Policies for FY 2021 – 2022	Roseann asked to approve the Personnel Policies for fiscal year 2021 – 2022, as detailed on the Action Sheet.	<b>ACTION ITEM:</b> Doug Day moved to approve, and Cara Meeks seconded the motion. Motion carried unanimously.
2021 Legislation	Roseann shared new legislation has been passed for early learning. Several changes will be worked on with the Department of Education in the 2021 – 2022 fiscal year for implementation in 2022 – 2023.	<b>DISCUSSION</b>

Agenda Item	Summary/Discussion	Action
By-Laws	The By-Laws committee members will be Judy Johnson, Todd Panzer, and Brenda Ford.	DISCUSSION
2021 – 2022 Notice of Meetings	The Notice of Meetings for FY 2021 – 2022 was included in the packet for informational and planning purposes.	DISCUSSION
Chief Executive Officer's Report	The "Travel Authorization for CEO and Officers" was approved at the May 13 <sup>th</sup> Exec meeting. Roseann asked to reconsider also allowing Full Board of Directors to approve all travel expenses to conduct business on behalf of the Coalition.	Brenda Ford moved to approve, and Cara Meeks seconded the motion. Motion carried unanimously. The revised action will go before Board on June 24 <sup>th</sup> for final approval.
Public Comment	Roseann asked the Committee to tune in to the WOCA radio show tomorrow morning.	
Adjournment		Meeting adjourned at 9:43 AM

Reported by: Beatriz Montalvo, Administrative Services / HR Director

Approved by:   
Signature

8/13/21  
Date

**NOTE – For additional information on any of the above items, please contact C.E.O., Roseann Fricks at [rfricks@elc-marion.org](mailto:rfricks@elc-marion.org).**