



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, January 13, 2021
10:00- 11:15 a.m.

Purpose: The Executive Committee is composed of officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and a financial management and operations.

Committee Members Present: **Marshall Bower, Interim Board Chair, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools; Douglas Szabo, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, PA**

Committee Members via Zoom: **Nate Halligan, Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank; Damaris Boone, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

Committee Member Absent: **Selina Jefferson, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; Jason Himschoot, Chair-HR Committee, Attorney, Maughan, Himschoot & Adams Law Group**

Staff Present: **Susan Block, CEO; Lugeenya Blackstock, CFO; Ginger McHale, Executive Coordinator**

Staff via Zoom: ; **Kim Usa, Chief Program Officer; Leona Adkins, Chief Quality Officer**

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:05 a.m. by Mr. Bower. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of November 4, 2020**</p>	<ul style="list-style-type: none"> Approval of 11/4/2020 minutes. 	<p>Motion to approve the 11/4/2020 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of November 18, 2020**</p>	<ul style="list-style-type: none"> Approved to move the 11/18/2020 Board Meeting minutes. 	<p>Motion to move the 11/18/2020 minutes made by Mr. Halligan and seconded by Mr. Szabo. Motion approved.</p>
<p>3. Finance Committee* A. Discuss SR & VPK Utilization Forecast**</p>	<ul style="list-style-type: none"> Mr. Szabo reported the First Responders' referral program ends in March 2021. The numbers of enrolled School Readiness (SR) and VPK children along with Waitlist children have decreased. It appears some children are staying home due to COVID-19 concerns and, in some instances, parents are working from home. 	
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports ending November 2020. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. Staff are carefully monitoring VPK administrative costs. The Utilization Reports were approved by the Finance Committee. 	<p>Finance Committee's recommendation to move the Utilization Reports to the 1/27/2021 Board Meeting. Motion approved.</p>
<p>C. Status: 2018-2019 Provider Payments</p>	<ul style="list-style-type: none"> Mr. Szabo reported the third letters have been sent to one-hundred and seventeen (117) non-responding providers; One-hundred and ten (110) have responded with thirty-nine (39) agreeing to re-payment plans within twelve months or less. Seventy-one (71) providers are providing documentation to staff for reconsideration of the total amount owed to the ELC by the end of 	

	<p>January. The Office of Early Learning will be notified of final recoupment amounts.</p> <ul style="list-style-type: none"> Mr. Szabo thanked the staff for their diligence with the reconciliation and recoupment process. 	
D. OEL Expenditure Validation: Jan. – June 2020	<ul style="list-style-type: none"> Mr. Szabo stated there were no questioned costs. However, one technical assistance was noted for a travel expense incurred at the start of COVID-19 telework but submitted late for reimbursement. 	
E. Discuss Gold Seal Differential**	<ul style="list-style-type: none"> Mr. Szabo explained Gold Seal providers currently receive a 15% differential. Twenty-eight of the thirty state Coalitions provide a differential rate of 20%. Incentivizing the Gold Seal differential would allow providers an increased payment for their attention to quality. The estimated budget increase would be \$120,000 to \$150,000. Gold Seal providers re preferred to care for our at-risk children. The Finance Committee’s recommendation to move the request to increase the Gold Seal differential to 20% to the 1/27/2021 Board Meeting. 	Finance Committee’s recommendation to move the Gold Seal Differential increase to the 1/27/2021 Board Meeting. Motion approved.
F. Update on Audit and Monitoring	<ul style="list-style-type: none"> Ms. Blackstock reported we are presently in our FY 2019-2020 single audit and OEL’s fiscal monitoring for FY 2018-2020. 	
4. HR Committee A. Complaint: Update	<ul style="list-style-type: none"> Mr. Szabo gave a brief history of the complaint process; interviews are being completed; a written report will be submitted to the board with recommendations. Mr. Szabo stated we need to do what is best for the Coalition to provide the best work environment. 	

<p>B. Compensation & classification Study**</p>	<ul style="list-style-type: none"> Ms. Block stated in Nov. 2020 voters approved an increase of the state’s minimum wage until it reaches \$15.00 per hour in September 2026. In 2020 the Coalition started all entry level positions at \$15.00 an hour or above. Ms. Block requested a study of our present salary scale and job descriptions to analyze how we compare to the local job market and to remain a competitive employer. The financial impact for a study is not to exceed \$20,000.00. Depending upon the status of the FY 20/21 administrative costs, this project may be included in the FY21/22 budget if needed. The Finance Committee’s recommendation to approve the request for a compensation and classification study at a cost not to exceed \$20,000.00. 	<p>Finance Committee’s recommendation to approve the third-party study to the 1/27/2021 Board Meeting. Motion approved.</p>
<p>C. CEO Performance Assessment, 2020</p>	<ul style="list-style-type: none"> Ms. Block reported her performance assessment was completed in December 2020 and reviewed it with Mr. Himschoot. 	
<p>D. Request for Extended COVID-19 PLT**</p>	<ul style="list-style-type: none"> Ms. Block explained the Families First Coronavirus Response Act (FFCRA) expired Dec. 31, 2020. The Act required employers to provide paid sick leave or expanded family and medical leave benefits for specified reasons related to COVID-19. The Finance Committee’s recommendation to offer up to two weeks (up to 80 hours) of paid sick leave when staff are unable to telework due to the qualifying reasons of COVID-19 through March 31, 2021. This action would be retroactive to Jan. 4, 2021. 	<p>The Finance Committee’s recommendation to offer up to two weeks (up to 80 hours) of paid sick leave when staff are unable to telework due to the qualifying reasons of COVID-19 through March 31, 2021. This recommendation was approved and will be reported to the Board on January 27, 2021. This action would be retroactive to January. 4, 2021.</p>

5. Nominations & Bylaws Committee A. Slate of Officers: 2021**	<ul style="list-style-type: none"> Dr. Roy presented the Nomination & Bylaws Committee's recommendation to approve the slate of offices as stated. 	Nomination & Bylaws Committee's recommendation to approve the Slate of Officers to the 1/27/2021 Board Meeting. Motion approved.
B. Proposed Icebreaker: New Board Members (in lieu of min-training)	<ul style="list-style-type: none"> Dr. Roy discussed the ice breaker for the opening of the 1/27/2021 Board Meeting. 	
C. Strategic Plan Update**	<ul style="list-style-type: none"> Dr. Roy presented the Strategic Plan/Priorities 2020-2022 updates. Dr. Roy discussed the board min-trainings through June 2021. 	
6. Program Committee A. Request for Consideration Local SR Eligibility Priorities**	<ul style="list-style-type: none"> Ms. Boone gave a brief history of the SR eligibility priorities and the impact of COVID-19 on our providers and families. The Program Committee's recommendation is to maintain local eligibility priorities that include services to school age children until required to review priorities again as part of the SR Plan for 2021/2023. 	Program Committee's recommendation to maintain present SR priorities to the 1/27/2021 Board Meeting. Motion approved.
7. Review Agenda for the Board Meeting, January 27, 2021**	<ul style="list-style-type: none"> The 1/27/2021 Board Meeting agenda was reviewed and approved. 	
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:52 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, March 3, 2021 	